

# **RULES OF THE JEFFERSON PARISH FIRE CIVIL SERVICE BOARD**

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Note: The table of contents is for informational purposes only and is not a substantive part of these rules. Page numbers and headings are not substantive and may be changed as the rules are amended without the need for a public hearing.

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## **RULES OF THE JEFFERSON PARISH FIRE CIVIL SERVICE BOARD**

### **PREAMBLE**

These Rules are adopted pursuant to LSA R.S. 33:2531 et seq. entitled Fire and Police Civil Service Law for Small Municipalities and for Parishes and Fire Protection Districts (hereinafter referred to Fire Civil Service Law)

### **RULE I DEFINITIONS**

The following words and phrases, when used in this set of Rules, shall have the following meaning unless otherwise specified in the rule:

1. "Appointing Authority" means the Jefferson Parish Council or its designee.
2. "Board" means the Jefferson Parish Fire Civil Service Board.
3. "Civil service law" means Louisiana Revised Statutes 33:2531, et. seq. (Act 282 of 1964).
4. "Governing Authority" means the Jefferson Parish Council.
5. "Immediate Family" for the purpose of leave provisions means the employee's mother, father, sisters, brothers, step-brother, step-sister spouse, step-parents, grandparents, children, step-children, and grandchildren, including blood relatives whose permanent residence is the same as the employee.
6. "Member" or "Members" means persons appointed to the Jefferson Parish Fire Civil Service Board.
7. "Parish Ordinance" as used herein this phrase refers to the Personnel Rules for the Eastbank Consolidated Special Services Fire Protection District, commonly referred to as the Red Book, originally adopted by the Jefferson Parish Council as ordinance 18226, March 13, 1991, and as amended. This includes any ordinance adopted by the Jefferson Parish Council specifically applying to the Eastbank Consolidated Special Service Fire Protection District.

8. "R.S." means Revised Statutes of the State of Louisiana.
9. "Regular and permanent employee" means an employee who has been appointed to a position in the classified service in accordance with civil service law after completing his/her working test.

## **RULE II**

### **MEETING OF THE BOARD**

#### **Section 1: Regular Meetings**

The Jefferson Parish Fire Civil Service Board (hereinafter called "the Board") shall hold at least one regular meeting within each quarter of the calendar year. The Board shall give written public notice of their regular meetings not less than 5 calendar days before the date fixed for such meeting, unless otherwise provided by law. Such notice shall include the agenda, dates, times and places of such meetings.

The Board shall meet at any time upon the call of the Chairperson, who shall give all members at least a ten (10) calendar day notice if it is a regular meeting and at least a twenty-four (24) hour, exclusive of Saturday, Sunday and legal holidays, notice if it is a special meeting. If the Chairperson fails or refuses to call a quarterly meeting of the Board, the members shall meet upon the written call of any two (2) members mailed ten (10) calendar days in advance of the date of the meeting.

#### **Section 2: Special Meetings**

Special meetings shall be held on the call of the Chairperson of the Board or upon the call of two-thirds (2/3) of the members of the Board.

#### **Section 3: Notice and Agenda**

##### **A. Notice**

Notice of regular meetings, including the date time and place of said meeting shall be posted at the beginning of each calendar year. The Board may reschedule these meetings, change the location and call special meetings as provided in these Rules

Notice of special meetings, including the date time and place of said meeting and the agenda for all meetings shall be given by posting such notice, not less than twenty-four hours exclusive of Saturdays, Sundays and legal holidays before the date fixed for such special meeting, unless otherwise provided by law. The agenda shall be contained with the notice of all hearings and appeals.

Notice of regular and special meetings shall state whether the meeting is regular or special, and shall include the date, time, place and agenda of the meeting.

In accordance with R.S. 42:19 each item of the agenda shall be listed separately and with reasonable specificity. The agenda shall not be revised less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, preceding the scheduled time of the meeting. Before the Board may take any action on an agenda item at a meeting, the Chairperson or his/her designee shall read aloud the description of the item.

#### B. Notice Requirements

Notice for appeal hearings, public hearings, and other investigations shall include:

- (1) A statement of the date, time, place and nature of the appeal hearing, public hearing or investigation;
- (2) A statement as to whether the meeting is a regular, or special meeting, and whether or not a hearing or public hearing is scheduled.

#### C. Posting Requirements

Notice shall be posted on bulletin boards in the Jefferson Parish Fire Civil Service Board office, at each fire station and building occupied by employees of the classified service, administrative offices of the Eastbank Consolidated Special Service Fire Protection District; and the lobby of the Joseph S. Yenni Building. The notice shall be served upon the Appointing Authority.

D. Meeting Location:

Unless otherwise provided in the notice, all meetings shall be held in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson Parish, Louisiana.

E. Notice to Parish Website:

Copies of the notices may be provided to the Parish Meeting Notice/Calendar website.

**Section 4: Open Meetings**

All Board meetings shall be open to the public, except when the Board meets in executive session as otherwise provided by law.

In compliance with the open meeting laws in order to maintain the decorum of the meetings, Sonic and/or video recording and broadcasting of public meetings SHALL ONLY be permitted, with prior consent of the Board.

If prior approval is obtained, any equipment used for recording or broadcasting the meeting which must be supported by a tripod or other stand shall be positioned in the back of the meeting room, and shall not interfere with the ingress or egress of others. If prior approval is obtained, persons using hand-held recording devices may be seated in the audience; however, they shall not interfere

with the orderly conduct of the Board's proceedings, nor cause unreasonable interference with the audience's view of or participation in the proceedings.

If prior approval is obtained, persons recording or broadcasting shall be solely responsible for supplying all necessary equipment and meeting all technical requirements of their equipment, without support of the Board.

There shall be no interviews conducted in the meeting room while the Board is conducting its meeting.

**Section 5: Off Agenda Items:**

At a regular or special meeting, in accordance with R.S. 42:19, the Board may take up a matter not on the agenda upon unanimous approval of the members present at the meeting. In order to add an item to the agenda, a motion must first be made to take up the matter and the motion must include, with reasonable specificity, the purpose for the addition to the agenda, and it must be entered into the minutes of the meeting. After the motion is seconded and prior to any vote on the motion to take up a matter not on the agenda, there shall be an opportunity for public comment on any such motion in accordance with R.S. 42:14.

**Section 6: Quorum**

Two members of the Board must be present to constitute a quorum. Concurring votes of two members are necessary for decision of all matters before the Board except as follows. In the event that a quorum is not present at the time scheduled for a meeting, the meeting shall be cancelled thirty (30) minutes after the scheduled time for the meeting to allow time to obtain a quorum. If a member leaves a meeting which results in the loss of a quorum, the meeting shall immediately recess

until a quorum is again obtained. In the event that a quorum cannot be obtained within thirty (30) minutes after the recess, the meeting shall be called back to order and a motion shall be made to adjourn. Written minutes of such meetings shall be kept as provided in Rule II, Section 8.

**Section 7:       Vote of the Chairperson**

The Chairperson shall vote on all matters before the Board except in situations when he/she is required to recuse himself/herself as provided in R.S. 33:2561(D) and in accordance with the Louisiana Code of Ethics. The vice Chairperson shall act in the absence of the Chairperson and shall be authorized to sign all Board documents as necessary.

**Section 8:       Minutes of Meetings**

The Board secretary or another person designated for the purpose by the Board Chairperson shall keep written minutes of all open meetings. The minutes shall include, but shall not be limited to, the date, time, and place of the meeting; the members recorded as either present or absent; a record of officials, attorneys, and others present; the substance of all matters decided by the Board; a record of all motions and votes; and any other information that any member, the Office of State Examiner, and others request to be discussed at the meeting and included in the minutes.

**Section 9:       Board Secretary**

- A.   At the discretion of the Jefferson Parish Fire Civil Service Board, the position of secretary may be filled in one of the following ways:
  - 1.   By employing a part time individual, selected by majority vote of the Board, with the following conditions:

- a. The board secretary's responsibilities, duties and hours shall be as assigned by the Board. The board secretary is under the direct supervision of the board members. At the discretion of the board the secretary's performance may be reviewed annually or shorter intervals if requested by the board.
  - b. The secretary's salary and all salary increases shall be approved by the Governing Authority and the Parish President. The salary shall not exceed fifty percent of the maximum rate of salary of a full-time department records clerk of the Jefferson Parish Fire Civil Service System.
  - c. The starting salary shall not exceed fifty percent of starting salary of the full-time department records clerk of the Jefferson Parish Fire Civil Service System. After one year of service and every year thereafter, with a satisfactory performance review, the secretary's salary may be increased to a level not to exceed fifty percent of the salary of a full-time records clerk for the Jefferson Parish Fire Civil Service System.
2. By assigning the duties of the board secretary to an employee of the Eastbank Consolidated Special Services Fire Protection District, selected by the Appointing Authority, subject to approval by



the parish Governing Authority and the Parish President.

**Section 10: Legal Services**

- A. The board may request legal services from the attorney general, or employ independent counsel to represent, defend, assist and advise it in its responsibilities to maintain and enforce the civil service laws of the State of Louisiana.
- B. Employment of independent counsel will be subject to approval of the governing authority and the parish president. The independent counsel is an independent contractor. Compensation shall not exceed the rate established by the attorney general for legal services. The independent counsel will execute when called upon, and be subject to the professional services contract with the Governing Authority
- C. The independent counsel's responsibilities, and requests for legal advice shall be as assigned by the Board. The Independent counsel will attend the board meeting, and advise the board on legal matters before the board. The independent counsel will assist the board secretary and the board members with procedural matters.
- D. Board members may consult with the independent counsel outside of the public meetings, on issues pertaining to civil service matters. Board members may request the independent counsel prepare correspondence, assist in procedural matters or provide simple legal advice and research. **No Board member shall engage the independent counsel related to significant legal matters related to the Board without first securing approval of the Board by majority vote at a public**

**meeting.** If the independent counsel believes the request concerns a significant legal matter he/she will request that the board member seek board approval prior to initiating the work.

## **RULE III**

### **SUBJECT MATTER OF MEETINGS**

#### **Section 1: Subject**

At regular and special meetings of the Board, the Board shall consider only those items of business for which the meeting was called, except that upon unanimous approval of the members of the Board, the Board may take up a matter not on the agenda, as provided in Rule II, section 5.

## **RULE IV**

### **ORDER OF BUSINESS**

#### **Section 1: Regular Order:**

At regular and special meetings the order of business may be as follows:

1. Call to Order
2. Roll call of members present
3. Reading and approval of the minutes of previous meetings
4. Unfinished Business
5. New Business
6. Executive Sessions
7. Housekeeping
8. Adjournment

#### **Section 2: Public Comments:**

In accordance with R.S. 42:14, a public comment period shall be provided for at any point in the Board meeting prior to action on an agenda item upon which a vote is to be taken. Public comment on proposed Rules of the Board shall be provided for within the context of the public hearing. Any person wishing to make comment shall raise his/her hand until recognized by the Chairperson. Each person recognized to speak shall state his/her full name and home address for the record; however, members of the classified fire civil service wishing to make comment shall not be required to reveal their home address, but shall give the address of their employing agency. No person shall be given more than five (5) minutes within which to comment; however, the speaker may, before their time expires, request additional time, which shall be approved at the Chairperson's discretion. Upon expiration of allotted time, the speaker shall immediately cease making comment.

A public comment period shall not be provided on recommendations of the Office of State

Examiner, unless those recommendations become an agenda item upon which a vote is to be taken.

A public comment period shall not be provided during appeal hearings. Hearings and investigations conducted by the Board following classified employees' appeals against corrective or disciplinary actions are quasi-judicial. Decisions of the Board shall be limited to the evidence adduced, and shall not be prejudiced by public comment.

## **RULE V**

### **EXECUTIVE SESSION**

#### **Section 1:       Vote to meet in executive session**

In accordance with R.S. 42:16, the Board may meet in executive session during regular or special meetings, by two-thirds vote of those present in order to discuss those matters which are exceptions to open meetings as provided in R.S. 42:17. Any voting on matters discussed in executive session shall be conducted only upon return to the public meeting.

#### **Section 2:       Executive session to discuss employee's character:**

The Board may go into executive session to discuss an employee's character, professional competence, or physical or mental health only if such employee was notified in writing of the executive session discussion at least twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the scheduled time contained in the notice of the meeting at which such executive session is to take place. The employee may request that the discussion be held in an open meeting.

## **RULE VI**

### **APPEALS, HEARINGS AND OTHER HEARINGS AND INVESTIGATIONS**

#### **Section 1: Request for hearing or investigation**

Any person authorized to appeal to the Board under the provisions of civil service law may demand, in writing, a hearing and investigation by the Board to determine the reasonableness of the action taken. The Board encourages employees to submit such an appeal by giving a statement of the action complained against, the basis of the appeal, and the relief sought. All petitions for appeals and other hearings and investigations must be signed by the petitioner or applicant or his/her counsel, if any. All petitions must include the full name, preferred mailing address, phone number, and email address of the petitioner or appellant and of his/her counsel. Written notice shall be filed with the Board or the Board Secretary in the manner described in Section 2. While the Board will accept any petition that satisfies all the legal requirements, the Board encourages the use of the forms provided by the Board (i.e. Appeal forms FORM CSR-3-2015), and encourages the attachment of the Personnel Action Form (with all attachments to the PAF) if available.

#### **Section 2: Request for appeal RS 33:2561**

Written petitions for appeals to the Board under the provisions of R.S. 33:2561 shall be made only by regular and permanent employees in the classified service and shall be limited to matters involving discharge, corrective or disciplinary action and the application shall so state.

Written petitions under the provisions of R.S. 33:2561 must be received by the Board within fifteen (15) calendar days after the date the employee is notified of the discharge, corrective or disciplinary action.

The fifteen (15) calendar day period shall begin the day after the employee is notified of the disciplinary action either verbally or in writing.

The Board will consider petitions filed timely in accordance with Rule VI, Section 1 and received as follows:

1. Hand delivered to the Board's secretary
2. Via fax transmission received by the Board's secretary
3. Petitions date stamped and placed in the Board's drop box
4. Petitions mailed (mailed petitions will be considered received on the first business day following the postmark)
5. Via email received by the Board's Secretary

The Board shall meet within thirty (30) calendar days after receipt of the written petition for a hearing under the provisions of R.S. 33:2561. The Board shall review the petition in order to determine if the request complies with the provisions of civil service law and to consider granting the appeal. The Board shall notify the employee and the appointing authority of the date, time, and place of the hearing at least ten (10) calendar days in advance of the date set for the hearing. Although not required by civil service law, the Board may also notify the employee's attorney and the Appointing Authority's attorney.

**Section 3: Other requests and requests for investigations**

All other written petitions for hearings and investigations pursuant to civil service law not otherwise provided for under R.S. 33:2561 shall set forth the section of the civil service law under which the petition is brought. The Board shall institute and



conduct such hearings and investigations in accordance with civil service law and the Jefferson Parish Fire Civil Service Board Rules.

Written petitions showing just cause for hearings and investigations by the Board as provided for in civil service law shall be granted at the first Board meeting following receipt of the petition or at a special meeting as provided in Rule II, Section 2. Investigations conducted under the provisions of R.S. 33:2537 (4) and (5) shall be completed within sixty (60) calendar days of the Board's receipt of the petition. Investigations into prohibited political activity pursuant to R.S. 33:2564(B) shall be completed by the Board within thirty (30) days after receiving written charges for violations of R.S. 33:2564.

All requests for investigations, regardless of when received in the office shall not be received by the Board for the purpose of calculating the time in which it shall be completed until presented at a meeting of the Board.

When a request for investigation is received by the Board at a public meeting, the board may require that a citizen submitting a written petition establish "just cause" before the investigation is accepted and may require anyone seeking an investigation to provide clarification of the request for investigation. And the request shall not be considered received by the Board for the purpose of calculating the time in which it shall be completed until said additional information is received by the Board at a public meeting. An investigation can only commence on motion of the Board, properly seconded and approved by a majority vote.

The Board recommends, but does not require that persons seeking an investigation before

the Board use the form approved for that purpose by the Board. JPFCS-RI-2-20.

The person seeking an investigation may agree to extend the deadline for completing the investigation. Such extension must be done at a public meeting, and a new date shall be set for the completion of the investigation.

**Section 4:           Secretary to Maintain Hearing Docket**

The secretary of the Board shall cause the date of filing of all requests for hearings and investigations to be noted on each notice of the hearing and shall file said hearing on the hearings docket, giving the said hearing an appropriate title and item number. If the appeal or request for investigation is placed in the Board's drop box at a time when the secretary is not present, the appeal or request for investigation must be clocked with the date and time.

**Section 5:           Personnel Action Forms**

The Appointing Authority shall provide the Board's secretary with all Personnel Action Forms (including all attachments) relating to disciplinary action taken within fifteen (15) calendar days, of notification to the employee.

## **Rule VII**

### **PROCEDURES FOR APPEAL HEARINGS AND OTHER HEARINGS AND INVESTIGATIONS**

#### **Section 1: Board has complete control of meeting**

All hearings on appeals and investigations shall be open to the public except when the Board goes into executive session as provided for in R.S. 42:16 and R.S. 42:17. The Board shall have complete charge of all hearings and investigations that come before the Board, and may conduct them in any manner it deems advisable, without prejudice to any person or party thereto. The procedures followed shall be informal and not necessarily bound by the legalistic Rules of evidence.

#### **Section 2: Recusal of Board Members**

In accordance with R.S. 33:2561.D, any member of the Board who is the immediate supervisor or direct work associate of any officer or employee appealing removal, suspension, demotion, discharge, or any other disciplinary action by the Appointing Authority and who is directly involved in the incident out of which such action arose shall recuse himself/herself from voting on any decision by the Board to affirm, reverse, or modify the order of the Appointing Authority. Also, any member of the Board who is an immediate family member of the appealing employee shall recuse himself/herself from voting on any such decision. For purposes of this section, immediate family member shall mean any parent, child, sibling, or spouse.

If such recusal by a member of the Board results in the inability of the Board to reach a decision by the concurring votes of two members, the Board shall be considered to have affirmed the action of the Appointing Authority.

**Section 3: Right to representation of counsel**

Parties shall have the right, but shall not be required, to be represented by counsel. When any party is represented by an attorney, the Board shall be notified as soon as counsel is retained. The notification must provide the full name, preferred mailing address, phone number, and email address of the attorney. When any party is represented by more than one attorney, only one attorney for any party shall be permitted to examine the same witness.

**Section 4: Procedural rulings**

Rulings on procedural matters shall normally be made by the Board Chairperson, and parties and attorneys appearing before the Board shall not have the right to require a vote of the full Board on particular procedural matters arising during the progress of a hearing. A vote of the full Board shall be conducted on any matter at any time upon the motion of two members. In the event of a tie vote, the motion fails and the hearing shall proceed forthwith unless another motion is made.

**Section 5: Rules of Evidence**

The Rules of evidence as applied in civil trials before the courts of this state shall not be strictly complied with, but the Board shall limit evidence to matters having a reasonable relevance to the issues before the Board. The burden of proof shall be on the Appointing Authority except in those cases where, (1) an employee is alleging that he/she was not given a fair opportunity to prove his/her abilities in his/her position after the Appointing Authority has failed him/her in his/her working test period as provided for in R.S. 33:2555 and, (2) when the employee alleges discrimination based on political or religious beliefs, sex, or race.

**Section 6: Cross-examination and stipulations**

Parties and witnesses shall be subject to cross-examination as in civil trials. The Board looks with favor upon stipulations of undisputed facts. The party bearing the burden of proof shall be first to present evidence and testimony followed by the evidence and testimony of the other party. Board members may ask questions of witnesses.

**Section 7: Sequestration**

The Board may, on request of any party or on its own motion, sequester witnesses and thus exclude them from the hearing room. While sequestered, no person shall discuss or exchange with any other person any information regarding the matter before the Board.

**Section 8: Witnesses and Exhibits**

a. Subpoena

Each Board member shall have the power to subpoena witnesses and compel the production of books and papers without compensation. The Board may serve such subpoenas in any manner it deems appropriate. No person shall deny or interfere with in any manner a Board member's action to serve a subpoena. The Board may hire an outside entity to serve subpoenas and the cost shall be billable to the Parish of Jefferson. The Board may assess the cost of the subpoena to the requesting party.

Any party desiring the issuance of a subpoena for the attendance of a witness or the production of books or papers must apply for an appropriate order to the Board, in writing, at least fifteen (15) calendar days, inclusive of weekends and holidays, prior to the date set for the

hearing. Such application shall state the purpose of the subpoena and what evidence or testimony is sought by the issuance of the subpoena. The Board encourages use of the form provided for the request of a subpoena. While the Board will accept any request that satisfies these Rules and state law, the party requesting the subpoena is responsible for providing the proper request and information necessary for the Board to issue the subpoena.

A subpoena fee may be required for each subpoena requested, in order to cover all costs incurred per subpoena. Excessive requests shall be restricted in number at the discretion of the Board. Any party may request an estimate of the subpoena fees from the Board prior to requesting the subpoena. The subpoena fees shall be submitted to the Board at the time of the request for the subpoena. All subpoena fees shall be paid in the form of a money order or cashier's check, payable to the Parish of Jefferson. If the subpoena fee is not provided to the Board, the Board shall reject the subpoena request. Reasonable copy fees may be assessed against the requester by the custodian of records for the production of books or papers pursuant to such subpoenas.

b. Lists of witnesses and exhibits

Both parties shall have the right to call witnesses and to produce exhibits. A list of prospective witnesses and exhibits shall be submitted to the Board and to the opposing party not less than ten (10) calendar days, inclusive of weekends and holidays, prior to the date set for the hearing. Each list shall include a general statement of the relevancy of the evidence to be adduced. The Board and the opposing party shall be provided a copy of each exhibit appearing

upon the list of exhibits. The witness lists shall include the name and residential address of each potential witness; however, if a witness is an employee of the fire service, the employee's business address shall be provided.

Failure to comply with the provisions of this subsection, without good and sufficient cause, may cause the witness or exhibit to be excluded from the hearing. Subject to the objections of the opposing party, the Board may reject any witness whose name does not appear on the witness list and/or any exhibit not upon the exhibit list.

Testimony by such witnesses and on such exhibits shall be for the Board's determination of whether or not the appointing authority acted in good faith for cause. Any witness, exhibit, and subpoena requested for testimony as to the character of either party shall not be admitted.

**Section 9: Appearance and preliminary statements**

All parties, or their attorneys, shall state their names and addresses for the record, and shall be permitted to give a brief preliminary statement.

**Section 10: Testimony under oath**

All persons who will offer testimony or make statements of fact during the hearing shall be sworn. This may be done as a group at the outset of the hearing or individually as they are called to testify. Every statement of fact made at any time during the hearing by any person after having been thus sworn shall be considered to have been made under oath, whether the statement is in response to a specific question or is volunteered in the course of a general discussion.

**Section 11: Order of witnesses**

An effort shall be made to complete the questioning of each witness by all parties before beginning the questioning of the next witness. However, the Board's hearings may sometimes be expedited by a discussion type interrogation involving more than one witness at a time and this shall be permitted upon occasion within such limitations as the Board may find necessary or desirable in a particular case.

**Section 12: Narrative testimony allowed**

Information available from a particular witness may be received in narrative form, by question and answer, or otherwise as may be directed by the Board from time to time.

**Section 13: Documentary evidence**

Documentary evidence shall be filed with and marked for identification by the secretary of the Board, or another person designated for the purpose by the Board Chairperson.

**Section 14: Closing arguments**

At the conclusion of the hearing or investigation and before any motions, the Board may, in its discretion, hear oral argument, imposing such time limits as it deems appropriate. If the proceedings are being transcribed by an official reporter, the oral argument may or may not be transcribed and bound with the transcript of testimony as the Board may direct.

**Section 15: The decision of the Board on disciplinary actions**

In reviewing disciplinary action taken against an employee, the Board shall determine if the disciplinary action was taken with good faith and just cause, and, if



so, whether the punishment imposed is commensurate with the infraction. The Board shall determine if the employee's conduct impaired the efficient operation of the fire department.

After the conclusion of the hearing or investigation, if the Board finds that the action taken by the Appointing Authority was with good faith and just cause and the punishment imposed was commensurate with the infraction, the Board shall affirm the action of the Appointing Authority. If the Board finds that the action taken by the appointing authority was with good faith and just cause, but the punishment was not commensurate with the infraction, the Board shall modify the action of the Appointing Authority. The Board shall modify the order of removal, suspension, demotion, discharge, or other disciplinary action by directing a suspension without pay for a given period, a reduction in pay to the rate prevailing for the next lower class, a reduction or demotion to a position of any lower class and to the rate of pay prevailing thereof, or such other lesser punitive action that may be appropriate under the circumstances.

If the Board finds that all of the disciplinary action taken was not with good faith and just cause, the Board shall overturn the action of the Appointing Authority. The Board shall order the immediate reinstatement of such individual in the office, place, position, or employment, from which he/she was removed, suspended, demoted, or discharged. The reinstatement shall, if the Board so provides, be retroactive and entitle him/her to his/her regular pay from the time of removal, suspension, demotion, discharge, or other disciplinary action. The Board recommends lost/suspension days be submitted in the hour format.

If the Board finds that the Appointing Authority violated any part of the Louisiana

Fire Service Bill of Rights and the individual was not afforded his/her due process in accordance with R.S. 33:2181.C the Board shall declare the action to be an absolute nullity, and overturn the action taken by the Appointing Authority.

**Section 16: Tie vote by the Board**

In the case of a tie vote and no Board member recused himself/herself under the provisions of R.S. 33:2561(D) and Section 2 of Rule VII, the Board shall not have reached a decision. The Board shall set a new date for the hearing and rehear the case, allowing for any additional admissible evidence, and render a decision that would be appealable to the district court. The Board shall notify the employee and the Appointing Authority of the date, time, and place of the hearing at least ten (10) calendar days in advance of the date set for the new hearing. Although not required by law, the Board may also notify the employee's attorney and the Appointing Authority's attorney.

**Section 17: Decision to be certified to Appointing Authority**

The decision of the Board together with the Board's written finding of fact (if required), shall be certified in writing to the Appointing Authority for enforcement.

Unless a stay order is issued by the Parish Court upon an appeal, the decision of the Board is to be enforced by the Appointing Authority forthwith and without delay upon receipt of the Board's decision. The Appointing Authority shall notify the Board of the effective date of the action.

**Section 18: Appeal from Board's decision**

Any employee and the Appointing Authority may appeal from any decision of the Board or from any action taken by the Board under the

provisions of civil service law which is prejudicial to the employee or the Appointing Authority. This appeal shall lie directly to the court of original and unlimited jurisdiction in civil suits of Jefferson Parish. This appeal shall be taken by serving the Board, within thirty (30) calendar days of its decision, a written notice of appeal, stating the grounds for the appeal and demanding that a certified transcript of the record, or written findings of fact, and all papers on file in the office of the Board affecting or relating to such decisions, be filed with the designated court. The Board shall, within ten (10) calendar days after the filing of the notice of appeal, make, certify and file the complete transcript, if available, with the designated court. If the Clerk of Court requires the payment of fees for the filing of the transcript, such will be paid by the Governing Authority, unless that amount is assessed as cost to the employee by the court.

**Section 19: Ex Parte communications**

Unless required for the disposition of ex parte matters authorized by law, the members of the Board authorized to render a decision or to make findings of fact and conclusions of law in an appeal noticed and docketed shall not communicate, directly or indirectly, in connection with any issue of fact or law, with any party or his representative, or with any officer, employee, or agent engaged in the performance of investigative, prosecuting, or advocating functions, except upon notice and opportunity for all parties to participate.

Communication with the Office of State Examiner and consultation with any attorney assisting the Board shall not be considered ex parte communication.

## **RULE VIII**

### **DISMISSAL OR CONTINUANCE OF APPEALS AND OTHER HEARINGS OR INVESTIGATIONS**

#### **Section 1: Dismissal**

If the applicant or the Appointing Authority fails to appear at the place and on the date and time fixed for any hearing or appeal, the appeal may be dismissed or the Board may, in its discretion, continue the case or proceed with the hearing or appeal and render its decision upon such evidence as may be adduced at the hearing or appeal.

#### **Section 2: Continuance**

Requests to reschedule appeal hearings against disciplinary action and other hearings and investigations shall be made in writing and submitted to the Board secretary. The secretary shall immediately report such requests to the Board Chairperson and place requests on the agenda for the next meeting. The Board shall act on such requests based on the Board's determination that the request is for cause and in the public interest under the circumstances.

#### **Section 3: Stipulation for continuance**

If the appellant or his/her attorney requests the continuance of an appeal hearing for disciplinary action under the provisions of R.S. 33:2561, the Board may require a stipulation by the employee, that if successful he/she will receive no back pay after the original date set for the hearing.

#### **Section 4: Failure of quorum**

If, at the appointed time for a hearing, the Board does not have a quorum present, or finds other cause for not proceeding at that time, the hearing shall be rescheduled. If an appeal or other hearing is not completed at

one meeting, the hearing shall be continued at another meeting. The Board shall notify all pertinent parties of the rescheduled hearing date.

## **RULE IX**

### **TRANSCRIPTS OF APPEAL HEARINGS AND OTHER HEARINGS AND INVESTIGATIONS**

#### **Section 1: Transcript not required**

The Board shall not be required to have the testimony of a hearing or investigation taken and transcribed. If any party to the hearing desires a permanent transcript of any hearing, the party shall furnish a court reporter for said purpose at the party's own expense.

#### **Section 2: Transcript is the property of the Board**

Where a court reporter is furnished and the proceedings are transcribed, the original of the transcript shall be filed with the Board and shall become part of the permanent record of any subsequent appeal. Where no court reporter is furnished, the secretary of the Board shall maintain as complete notes as is feasible and the Board shall issue a written finding of fact. Any party may request a copy of the minutes of the hearing, and, if a transcript was made, a copy of the transcript. A written request for the transcript must be provided to the Board. A person requesting a transcript may also request the opportunity to review the transcript at the Civil Service Board's office under the supervision of the Board, for the purpose of designating certain pages to be copied. The cost of copying will be on a per page rate established by the Jefferson Parish Fee Schedule. Digital or electronic copies of the transcript or designated portions of the transcript will be provided when feasible and practical at the discretion of the Board or the Board secretary. The cost of providing a digital copy will be at the rate established in the Jefferson Parish Fee Schedule.

## **RULE X**

### **DECISIONS AND ORDERS**

#### **Section 1: Decisions**

Unless a unanimous vote is otherwise required by law or rule, a concurring vote of two (2) members of the Board shall be necessary for all decisions of the Board and specifically required to reverse any order, requirement, decision, or determination of the Appointing Authority, or to decide in favor of the applicant on any matter upon which the Board is required or permitted to consider under the Fire Civil Service Law.

#### **Section 2: Order**

A final decision of any proceeding shall be in writing or stated in the record. A final decision shall, if required, include findings of fact and conclusions of law. Findings of fact, if set forth in statutory language, shall be accompanied by a concise and explicit statement of the underlying facts supporting the findings. The Board when requested to do so by a party shall give in writing its findings of fact and reasons for decisions, provided the request is made not later than ten (10) calendar days after the proceedings. Parties shall be notified either personally or by mail of any decision or order of the Board. Upon request, a copy of the decision or order shall be delivered or mailed forthwith to each party and to his/her attorney of records.

#### **Section 3: Enforcement of the decision of the Board**

The Appointing Authority shall enforce the decision forthwith upon receipt of the decision from the Board, unless the decision is stayed by the District Court on appeal.

## **RULE XI**

### **APPLICATION FOR ADMISSION TO TEST**

#### **Section 1: Tests**

Tests for entry upon promotional and competitive employment lists shall be advertised for and administered in accordance with R.S. 33:2552. Except for entrance firefighter, tests for entrance upon competitive employment lists may be given as the needs of the service require as determined by the Board. Tests for entrance firefighter shall be given by the Office of State Examiner. Tests for entry upon promotional employment lists may be given as the needs of the service require as determined by the Board and shall be given at least one time during each successive period of eighteen (18) months.

#### **Section 2: Applications**

Except for entrance firefighter applications for admission to tests on Board approved forms shall be received only by the Board Secretary by a method described in Rule IV section 2, or from time to time those individuals designated by the Board at any time before final date for receiving applications. Applications filed with persons other than those designated to receive them shall not be considered to have been filed with the Board until submitted to such designated persons. Individuals designated to receive applications shall forward such applications to the Board secretary, and shall be kept as a permanent record of the Board. The Board shall reject all applications filed after the time fixed for closing date for receipt of applications as announced in the public notice of the tests. All approved applicants shall be notified at least five (5) calendar days in advance of the date fixed for the exam.



Applications for admission to entrance firefighter tests shall be submitted to the Office of State Examiner pursuant to law and according to the procedures established by that office.

The applicant is solely responsible for ensuring that the application is properly completed, and all required documents are attached to the application.

**Section 3: Maintenance of lists**

Except for entrance level firefighter competitive employment lists shall be maintained by the Board for eighteen (18) months. Promotional employment lists shall be maintained by the Board for forty-eight (48) months.

For entry level firefighter the state examiner shall establish and maintain a statewide eligibility list as provided by law.

While the lists (eligibility and seniority lists) maintained by the board may contain information requested by the appointing authority, the official list shall only be required to comply with the civil service statutes RS 33:2551.

The Board recommends that all probational employees be evaluated by their supervisor every two months until confirmed, and that the employees be required to sign for receipt of a copy of evaluation, and that the evaluation be removed from the employee's file after the employee completed the working test.

**Section 4: Admission to tests**

Admission to tests shall be governed by provisions of R.S. 33:2553 and the qualification requirements of the classification plan of the Board. In the

event of a demonstrated need for an eligibility list, the Board may waive any qualification requirement in the classification plan in order to establish a qualified pool of applicants for testing. A demonstrated need is established when an active provisional appointment exists in the classification to be tested and it is anticipated that an adequate list cannot be established under existing Rules.

Except for entrance firefighter the decision on what applications meet the requirements for admission to a test is in the sole discretion of the Board, and is not subject to appeal.

#### **Section 5: Military service**

A classified employee who was unable to apply for and/or missed a promotional examination due to his/her placement on military leave with or without pay may apply for such examination upon his/her return. It is the employee's responsibility to contact the Board in order to determine if he/she missed a promotional examination.

In order to be eligible for admission to a promotional examination, the employee must have been on military leave during the entire thirty (30) day posting period for the examination. The employee must have met all the qualification requirements for the examination as posted by the Board and would have been approved for admission to the examination if he/she had not been on military leave. Or, if the employee had submitted an application and was approved to be admitted to the examination, he/she must have been on military leave on the date of the examination.

If the employee did not have an opportunity to submit an application, the employee shall submit his/her application and all required attachments to the Board within thirty (30) calendar days following his/her return to duty with the fire department. If the

employee had submitted an application and was approved to be admitted to an examination and was on military leave on the date of the examination, the employee must submit a request to take the examination within thirty (30) calendar days following his/her return to duty with the fire department.

When the Board receives an application for admission to an examination or a request to take an examination from an employee who was on military leave it shall review such at its next regular meeting. If the application or request is approved, the Board shall contact the Office of State Examiner in order that the examination may be scheduled. Such examinations shall be administered by the Office of State Examiner at their Baton Rouge office. The Board shall notify the employee at least five (5) calendar days in advance of the date fixed for the exam.

#### **Section 6:           Approval of test results**

Except for entrance firefighter when the results of any examination are furnished to the Board by the Office of State Examiner for approval, the Board shall consider such approval at its next regular meeting. However, the Board Chairperson shall call a special meeting within fifteen (15) calendar days for consideration of approval of the results of any examination needed for a vacancy that has been filled by a provisional appointment. Employment lists shall become effective upon approval of and by a majority vote of the Board. The Board shall file a copy of the approved grades with the Office of State Examiner which shall include the signature of the Chairperson and the date of the Board's approval.

Whenever the appointing authority proposes to fill a vacancy in entrance level firefighter he/she shall request the state examiner to certify names of persons eligible for appointment. In making appointments to the

position of entrance level firefighter the appointing authority shall verify the applicant meets the minimum qualifications as established by the board.

## **RULE XII**

### **RULES OF THE BOARD - ADOPTION AND AMENDMENT OF THE CLASSIFICATION PLAN AND BOARD RULES**

#### **Section 1:       The Board adopts and maintains Rules and a classification plan**

The Board shall adopt, amend and maintain a classification plan that shall consist of classes designated by class titles for all positions in the classified fire service. The Board shall adopt, amend, and maintain a set of Board Rules necessary to carry out effectively the provisions of civil service law and to provide for leaves of absence for the classified fire employees. The classification plan and the Board Rules shall be maintained as Rules of the Board and shall have the force and effect of law.

#### **Section 2:       Revisions to be made at a public hearing**

The Board shall approve proposed revisions to its classification plan or Board Rules at a public hearing. The Board shall hold a public hearing to consider amending the Rules of the Board. The Board shall provide notification of the hearing, including a copy of the current classification plan or Board rule(s) and the proposed classification plan or Board rule(s) for a period of not less than thirty (30) calendar days prior to the date set for the public hearing. Such notice shall be posted at the place of the hearing and shall be provided to the Governing Authority, the Appointing Authority, the Fire Chief, the Office of State Examiner, and any other party whom the rule may in anyway effect. Such notice shall also be posted for the same period at each fire station and building occupied by employees of the classified service.

**Section 3:           Comments**

The Board shall hold a public hearing at which time any fire district officer, employee, private citizen, or the state examiner's office shall be given the opportunity, in person or via written correspondence to offer comment as to why such rule or any part thereof should not be adopted.

**Section 4:           Dissemination of amendments**

Within thirty (30) calendar days after adoption of amendments to the Rules of the Board, the Board shall provide one copy of such to the Governing Authority, the Appointing Authority, the Fire Chief, the state examiner, each Board member, and to the fire department for duplication and distribution to each station and building occupied by the employees of the classified service.

**Section 5:           Board Rules and Classification plan available upon request**

A copy of the classification plan or Board Rules shall be given to any person requesting such.

**Section 6:           Notification of changes**

**The Governing Authority and/or the Appointing Authority shall notify the Board in writing of any changes to any Laws, ordinances or Rules that in any way affect the Board's Rules, and provide complete details of all such changes**

## **RULE XIII**

### **BOARD RULES - FORCE AND EFFECT**

#### **Section 1: Board rules have force and effect of law**

In accordance with R.S. 33:2538, Rules properly adopted by the Board shall have the force and effect of law. To the extent that a Board rule conflicts now or in the future with State or Federal Law, the State or Federal law shall be deemed controlling without the Board amending such rule in accordance with civil service law. To the extent that a Board rule conflicts now or in the future with a parish ordinance, the Board rule shall be deemed controlling until the Board amends such rule in accordance with provisions of civil service law.

#### **Section 2: Consultation between the Governing Authority and the Board**

The Governing Authority should consult with the Board prior to enactment of an ordinance or personnel rule that will be in conflict with the Board's Rules in order to avoid any confusion.

## **RULE XIV**

### **LEAVES OF ABSENCE**

#### **Classification of Employees for Leave Purposes**

Class A: Employees in the classified fire service who work 12-hour shifts.

Class B: Employees in the classified fire service who work 8-hour shifts.

Class C: Employees in the classified fire service who work 24-hour shifts.

#### **Section 1: General provisions**

##### **1.1 Types of leave**

Leaves of absence are classified as follows:

- A. Leave of absence with pay
- B. Leave of absence without pay
- C. Absence without leave and pay

Absence without leave and pay (AWOL) occurs when a member of the classified fire service does not report to work on his/her assigned work shift and did not receive permission to take time off and is in a non-approved and non-pay status. Any employee who is absent without leave and pay may be subject to disciplinary action, up to and including termination.

#### **Section 2: Annual leave**

##### **2.1 How Annual Leave is earned.**

- a) Each Class A and C employee in the classified fire service shall earn annual leave with pay in accordance with Table 1. Service must be continuous with the Eastbank Consolidated Special Services



Fire Protection District of Jefferson Parish.

- b) Each Class B employee in the classified fire service shall earn annual leave with pay in accordance with Table 2. Service must be continuous with the Eastbank Consolidated Special Services Fire Protection District of Jefferson Parish.

<b>TABLE 1 - ANNUAL LEAVE CLASS A and C EMPLOYEES</b>		
<b><i>Years of Continuous Service</i></b>	<b><i>Hours Earned per Bi-Weekly Pay Period</i></b>	<b><i>Yearly Total At Least but Not to Exceed</i></b>
1-10	8.31	216
11	8.77	228
12	9.231	240
13	9.692	252
14	10.154	264
15	10.62	276
16	11.08	288
17	11.54	300
18	12.00	312
19	12.462	324
20	12.924	336
21	13.385	348
22 and up	13.85	360

<b>TABLE 2 - ANNUAL LEAVE CLASS B EMPLOYEES</b>		
<b>Years of Continuous Service</b>	<b>Hours Earned per Bi-weekly Pay Period</b>	<b>Yearly Total At Least but Not to Exceed</b>
1-10	5.54	144
11	5.85	152
12	6.154	160
13	6.462	168
14	6.77	176
15	7.08	184
16	7.385	192
17	7.693	200
18	8.00	208
19	8.31	216
20	8.616	224
21	8.924	232
22 and up	9.231	240

- (c) Employees of the classified fire service must be afforded an opportunity to use annual leave earned each year herein provided for and shall not forfeit such leave for any cause in accordance with R.S. 33:1996.

## 2.2 Charges against annual leave

In computing and recording charges against an employee's accumulated annual leave, deduction shall be made only for such time that the employee is absent when scheduled to work.

## 2.3 Payment of unused annual leave upon separation

Upon an employee's separation from the classified fire service, such employee shall be paid for all unused annual leave and in accordance with Rule XIV, Section 2.1 (c). The Parish shall deduct any amount the employee owes the Parish and for which it has the legal authority to do such.

**Section 3: Sick Leaves**

**Section 3A: Accrued Sick Leave**

3A.1 How Sick Leave is earned

Each employee of the classified service shall earn Sick Leave with pay as follows:

- (a) Class A Employees shall earn Sick Leave at the rate of 3.5 hours per bi-weekly pay period.
- (b) Class B Employees shall earn Sick Leave at the rate of 4.0 hours per bi-weekly pay period.
- (c) Class C Employees shall earn Sick Leave at the rate of 6.0 hours per bi-weekly pay period.

3A.2 Charges against Sick Leave

In computing and recording charges against an employee's accumulated Sick Leave, deduction shall be made only for such time that the employee is absent when scheduled to work.

3A.3 Payment for unused Sick Leave upon separation

Upon an employee's separation from the classified fire service, such employee shall be paid for unused sick leave in accordance with Parish Ordinance.

Upon an employee's retirement from the classified fire service, such employee may be allowed to convert unused sick leave to

service credit if the parish has provided for such, through its legal authority, and in accordance with state laws governing the Firefighters' Retirement System.

The Parish shall deduct any amount the employee owes the Parish and for which it has the legal authority to do such.

**Section 3B: Mandatory State Sick Leave**

3B.1. R.S. 33:1995

Each employee of the classified fire service shall be entitled to and given, with full pay, Sick Leave not less than fifty-two (52) weeks for any sickness or injury or incapacity not brought about by the employee's own negligence or culpable indiscretion.

**Section 3C: Maternity Family and Medical Leave Act**

Sick leave, as provided in Subsection 3A.1 and 3B.1. of Rule XIV, shall be applicable to maternity claims. Maternity sick leave due to the employee's pregnancy, the employee giving birth to a child, and related medical conditions commences when a doctor certifies that the employee cannot perform the duties of the position as assigned by the appointing authority.

**Section 3D: Family Medical Leave (Public Law 103-3)**

1. Notwithstanding the provisions of Subsection 2.b. (Military FMLA Leave):

- a. Eligibility for FMLA shall be extended to classified employees of the fire service who have worked a total of at least 12 months and at least 1,250 hours in the 12 months immediately preceding the commencement of the leave.
- b. A classified employee who is a returning uniformed service member

protected under the USERRA shall be eligible if, but for his or her military service, the employee would have worked a total of at least 12 months and at least 1,250 hours in the 12 months immediately preceding the commencement of the leave.

2. FAMILY MEDICAL LEAVE (PUBLIC LAW 103-3)

- a. Regular FMLA Leave - Employees of the classified fire service shall be eligible for up to twelve (12) workweeks of unpaid leave due to:
  - i. birth and care of eligible employee's child;
  - ii. placement for adoption or foster care of a child with the employee;
  - iii. care of an immediate family member (spouse, child, parent) who has a serious health condition;
  - iv. care of the employee's own serious health condition;
  - v. because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is covered member on active duty or has been notified of an impending call or order to active duty, in support of contingency operation, or;
  - vi. other reasons provided in Public Law 103-3.

Not more than twelve (12) weeks of the combined total may be applied to regular FMLA leave during any single twelve-month period.

b. Military FMLA Leave - Employees of the classified fire service shall be eligible for up to twenty-six (26) workweeks of unpaid leave in order to care for a covered service member with a serious injury or illness, as provided in Public Law 103-3. Such service member shall be defined as:

i. a member of the armed forces (including the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness;

ii. a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the armed forces (including the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The combined total of military FMLA leave and regular FMLA leave shall not exceed twenty-six (26) weeks during a single twelve-month period.

3. Spouses employed by the same department shall be limited in the amount of FMLA leave to a combined total of twelve (12) weeks of regular FMLA leave or twenty-

six (26) weeks of military FMLA for the following reasons:

- a. the birth and care of a newborn child
  - b. placement of a child for adoption or foster care
  - c. to care for a patient who has a serious health condition
4. At the discretion of the Appointing Authority, FMLA may run concurrently with paid leave, as follows:
  - a. Paid Sick Leave, only when such leave is necessary for the care of the employee's own serious health condition.
  - b. Compensatory and/or paid annual leave, when such leave is necessary for all other FMLA reasons. Compensatory leave shall be exhausted prior to using annual leave.
5. When paid leave is exhausted, an employee shall be entitled to the remaining unpaid FMLA leave, if any, to which he/she is entitled.
6. Accrual of departmental and/or promotional seniority shall continue while an employee is on paid or unpaid family medical leave.

**Section 3E: Sick Leave Rules**

3E.1 Not for personal affairs

Sick Leave, as provided in Section 3A and Section 3B shall not be used for absences incurred because of attendance to personal affairs except as provided in Subsection 5.1. Any employee on Sick Leave is required to diligently pursue full recovery and any activity which is contrary to this endeavor may be the basis for disciplinary action which could include termination.

3E.2 Worker's Compensation

When an employee suffers a job-related injury or illness which entitles him/her to compensation under the State Workman Compensation Laws, he/she shall be granted Sick Leave with pay, in accordance with Section 3A.1 and 3B.1 of these Rules, not to exceed the amount necessary to receive his/her full salary for leave and worker's compensation payments.

**Section 4: Civil service related leave**

4.1. Grant of examination leave

Each member of the classified fire service shall be granted leave of absence with pay to take any civil service examination to which he/she has been approved for admission by the Jefferson Parish Civil Service Board.

Provisional employees are granted leave of absence with pay to take a municipal fire civil service examination for the class that they hold provisionally.

4.2 Grant of Civil service board attendance leave

The fire department member of the Board shall be granted leave of absence with pay for the duration of any civil service Board meeting



which the employee representative attends, or for any time required to assist with civil service examinations, or other official business of the Board.

**Section 5: Bereavement leave**

5.1 Grant of bereavement leave

When there is a death in the employee's immediate family (as defined in these Rules under Definitions), the employee shall be entitled to bereavement leave with pay in accordance with Table 3.

When additional time off is needed for travel outside of the local area, the employee may be entitled to use of his/her accrued sick leave with pay in accordance with Table 4.

5.2 Combined with days off

Such leave of absence with pay may be adjacent to an employee's normal day(s) off; however, attendance at a funeral service shall not be the sole purpose for granting bereavement leave with pay.

5.3 Reasons for bereavement leave

Bereavement leave shall be granted for the following reasons: 1) for the employee to make final arrangements; 2) for the employee to attend the funeral service or ceremony; 3) for a mourning period immediately before or after the funeral service or ceremony; 4) for a mourning period if no funeral service or ceremony is held.

<b>TABLE 3 - BEREAVEMENT LEAVE</b>		
<b>CLASS A EMPLOYEES</b>	<b>CLASS B EMPLOYEES</b>	<b>CLASS C EMPLOYEES</b>
Not to exceed 24 hours	Not to exceed 16 hours	Not to exceed 24 hours

<b>TABLE 4 - ACCRUED SICK LEAVE</b>		
<b>CLASS A EMPLOYEES</b>	<b>CLASS B EMPLOYEES</b>	<b>CLASS C EMPLOYEES</b>
Not to exceed 36 hours	Not to exceed 24 hours	Not to exceed 36 hours

#### 5.4 Definitions

Calendar day shall be defined as a continuous 24-hour period of time from midnight to midnight upon which a work shift may fall.

Work shift shall be defined as a continuous period of duty which may cover parts of two (2) calendar days.

### Section 6: Civil leave

#### 6.1 Grant of civil leave

Each employee of the classified service shall be granted civil leave with pay when performing jury duty; when subpoenaed to appear before a court, public body, commission or Board in connection with his employment with the Jefferson Parish Fire Department; when performing emergency civilian duty in connection with national defense; when ordered to appear for a medical or other examination by the Selective Service System or by a branch of the Armed Forces of the State or United States; for the purpose of voting in an election conducted in Jefferson Parish by the Louisiana Secretary of State.

6.2 Civil leave not for personal court matters

Civil Leave can not be used for absences incurred because of court attendance relating to personal affairs.

**Section 7: Special leave of absence with or without pay**

7.1 Grant of special leave of absence

Each employee of the classified service may be granted special leave with or without pay, whenever such leave is considered to be in the best interest of the fire service when determined by the Appointing Authority.

Before beginning special leave with or without pay, the employee may be required to first exhaust all accumulated compensatory, sick and annual leave.

Such leave shall not be granted in lieu of military leave or other leave of absence, as otherwise provided in these rules.

Under no circumstances shall special leave with or without pay be granted for the purpose of an employee seeking other employment or engaging in other employment.

**Section 8: Military leave with pay**

8.1 Grant of Military Leave with pay

Any employee of the classified service shall be authorized to take leave without loss of pay, time , annual leave, or efficiency rating on all days during which he/she is ordered to duty with troops or at field exercises, or for instruction required by membership of the Officers' Reserve Corp of the Army of the United States, the National Guard of the United States, the Naval reserve Corps, the Marine Corps Reserve, the Air Force Reserve, the Citizens Military Training Corps, the

Coast Guard Reserve, or the Civil Air Patrol, either as officers or enlisted personnel, for a maximum of fifteen (15) days in any one calendar year, as provided by R.S. 42:394.

**Section 9: Military leave without pay**

9.1 Grant of Military Leave

- a. Any employee of the classified service e, except as provided in Subsection 9.1(b), who leaves employment in order to perform voluntary or involuntary service in the uniformed services of the Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard, reserve military personnel, members of the National Disaster Medical System as specified in federal law, and other category of persons designated by the President in time of war or national emergency, shall be given any leave due the employee in subsection 8.1 Should the employee have used all leave to which he/she is entitled (in Subsection 8.1), he/she shall be granted military leave without pay until he/she returns to duty.
- b. Any such employee may request and shall be granted any unused annual leave or compensatory leave. An employee cannot be required to use such leaves of absence.
- c. An employee serving in a provisional appointment who is not a regular and permanent employee shall not be granted military leave without pay. He/she shall be required to resign or be separated from the service.

9.2 Interruption of formal training and working test

A recruit serving in formal training who has been placed on military leave without pay for thirty (30) days or more shall have his/her formal training interrupted for the duration of the military leave. The employee shall resume his/her formal training the day he/she reports to active duty with the department.

The time the employee served in his/her formal training prior to the interruption and the time the employee serves in the formal training after it is resumed will be used in calculation the total time served in his/her formal training. The employee must meet the requirements of R.S. 33:2555.1 prior to beginning his/her working test.

A probational employee serving in a working test who has been placed on military leave without pay for thirty (30) days or more shall have his/her working test interrupted for the duration of the military leave. The employee shall resume his/her working test the day he/she reports to active duty with the department. The time the employee served in his/her working test prior to the interruption and the time the employee serves in the working test after it is resumed will be used in calculating the total time served in his/her working test. The employee must meet the requirements of R.S. 33:2555 prior to confirmation as a permanent employee in his/her respective class.

An employee who has his/her formal training or working test interrupted due to military leave shall be made whole at the completion of such periods. The employee's records shall reflect the date he/she would have completed his/her formal training or working test had he/she not been on military leave. The employee's seniority date, if required, shall be adjusted to reflect the date he/she would have begun accruing seniority had he/she not been on military leave.

The appointing authority shall report military leaves of absence without pay, interruption of formal training and working test, and resuming the formal training and working test to the Board within fifteen (15) calendar days of the effective date of action.

**Section 10: Administrative leave with pay**

10.1 Grant of Administrative Leave with Pay

The Appointing Authority may grant administrative leave with pay for a period not to exceed sixty (60) calendar days when circumstances develop that would warrant the removal of an employee from the department without disadvantage in order for the Appointing Authority to conduct an investigation concerning the conduct of the employee or as may otherwise be required under department policies and procedures. This period may be extended for an additional period with prior approval of the Board, when circumstances warrant such extension. Administrative leave shall be terminated upon the employee being ordered to return to active duty or upon the Appointing Authority affecting disciplinary action, whichever occurs first.

**SECTION 11: Leave for specialized disaster service volunteer**

11.1 Grant of Leave for specialized disaster service volunteer (R.S. 42:450.2)

Any employee who is a trained disaster volunteer of the American Red Cross may be granted leave from his regular work assignments, with pay, and without loss of seniority, annual leave, sick Leave, or earned overtime or compensatory time accumulation, for any period not to exceed fifteen (15) work days in any twelve (12) month period, to participate in specialized disaster relief services for disasters designated at Level III or above in the American Red Cross Regulations and Procedures.

**Section 12: Educational leave**

12.1 Grant of educational leave

Each member of the classified service may be granted leave with pay or without pay, provided manpower is available, as determined

by the Fire Chief, for educational purposes to attend Fire Department related conferences, seminars, briefing sessions or other functions of similar nature that are intended to improve, maintain or upgrade the employee's certification, skills and professional ability in and with the fire department.

**Section 13: Personal leave with or without pay**

13.1 Grant of personal leave

Each employee of the classified service may be granted personal leave with or without pay which shall not exceed ten (10) calendar days in any calendar year when such member has no accumulated compensatory leave or annual leave.

**Section 14: Association Leave**

14.1 Grant of Association Leave

Each eligible employee of the classified fire service shall be entitled to and given Association Leave with pay in connection with performance of duties including but not limited to meetings of the trustees, negotiating meetings and other meetings. Leave will be granted in accordance with Parish Ordinances.

**Section 15: Use of all paid leave as provided in Rule XIV**

Employees of the classified fire service shall not be required to use their leave with pay on days that they are not scheduled to work.

**Section 16: Leave Documentation**

16.1 Personnel Action Form

**The Board recommends that the Appointing Authority submit a Personnel Action Form (PAF) to the Board reporting all leave of absences with or without pay that exceeds thirty (30) continuous calendar days.** The Board recommends that all leave days be submitted in hour format. The PAF should contain the following additional information in the remarks section:

- a. Type of leave if not provided in block three;
- b. Dates employee was on leave;
- c. Total amount of leave taken;
- d. Total approved sick leave balance after leave taken;
- e. Total approved annual leave balance after leave taken.

All leaves of absence shall be titled in accordance with the types of leave provided in the Board's Rule XIV. Sick and annual leave and balances must be reported in hours in accordance with the Board rules.

16.2 Personnel Action Form on Extended Leave

If the Board receives a grievance from an employee regarding extended leave of absence and the Board has not received a PAF recording such leave, the Board may conduct an investigation to determine the type of leave such employee shall have used.



## RULE XV

### CLASSIFICATION PLAN AND QUALIFICATIONS

#### Section 1: The classification plan

The Classification plan for the Eastbank Consolidated Special Services Fire Protection District as established by the Jefferson Parish Fire Civil Service Board is as follows:

- A. Fire Suppression
  - 1. Firefighter    \*
  - 2. Fire Equipment Operator
  - 3. Fire Lieutenant
  - 4. Fire Captain
  - 5. Fire District Chief
  - 6. Fire Assistant Chief
  - 7. Fire Chief    \*
- B. Fire Prevention
  - 1. Fire Prevention Education Officer    \*
  - 2. Fire Inspector I    \*
  - 3. Fire Inspector II
  - 4. Fire Investigator I    \*
  - 5. Fire Investigator II
  - 6. Fire Prevention Chief
- C. Fire Training
  - 1. Fire Training Officer I    \*
  - 2. Fire Training Officer II
- D. Communications
  - 1. Fire Communications Officer I    \*
  - 2. Fire Communications Officer II
  - 3. Fire Communications Supervisor
- E. Clerical and Line support
  - 1. Fire Safety Officer    \*
  - 2. Fire Technician I    \*
  - 3. Fire Technician II
  - 4. Fire Secretary to the Fire Chief    \*
  - 5. Fire Records Clerk    \*
  - 6. Fire Department Chief of Fire Administration \*
  - 7. Fire Administrative Assistant to the Fire Chief \*

Section 2:       The Appointing Authority shall provide the Board with a current dated organizational chart, and fire ground incident command structure chart and the Appointing Authority shall advise the Board immediately of any proposed changes to the organizational chart prior to the changes effective date.

## **SECTION 2 FIREFIGHTER**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

The class of Firefighter comprises entrance level positions in the fire suppression division of fire department operation. Employees of this class receive training and after training, they perform tasks such as controlling and extinguishing fires, performing rescue and salvage work, and maintaining fire department equipment, buildings, and grounds. Employees of this class work under the direct orders of and are supervised by the company commander (in the class of Fire Captain or Fire Lieutenant). This class ranks directly below that of Fire Equipment Operator.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. Participates in assigned training drills either as an individual or as a member of a group
2. Attends special schools or courses assigned. Reads and studies assigned material related to performance of work
3. Trains for and performs firefighting and rescue tasks such as connecting, carrying, and operating hose lines, ventilating buildings, and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety
4. Administers first aid to victims of fire and accident either on the scene of an emergency or en route to the hospital
5. Cleans, dries, inspects, and properly secures any assigned fire fighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles
6. Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, or related duties

7. Performs public relations duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties

8. Performs fire prevention or fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers, studying the district to become familiar with the location of fire plugs or water lines, enforcing fire laws, ordinances, and regulations, and related duties

9. May also drive fire apparatus in special situations (after training for such) to relieve fire apparatus operators.

10. Perform other related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must not be less than eighteen (18) years of age, and

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state approved agency. A certification of

completion shall not be sufficient to substitute for a diploma or high school equivalency certificate or G.E.D. certificate.

After conditional offer of employment, but prior to beginning fire suppression training for and work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test, medical examinations and ergonomic examinations including, but not limited to, physical agility and ability and psychological screening which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

### **SECTION 3 FIRE EQUIPMENT OPERATOR**

(Promotional Class)

#### **GENERAL STATEMENT OF DUTIES**

The class of Fire Equipment Operator is responsible for and skilled in fire fighting work involving the operation of apparatus and equipment, (including but not limited to fire pumper, pumper/ladder, ladder, pumper articulating boom) and the protection of life and property through fire prevention, rescue, and the extinguishing of fires. Work involves the protection of life and property, prevention of fire hazard, and general duties related to the care and use of departmental equipment and property. Employees of this class are responsible for driving fire equipment to and from the scene of a fire, for operating the pumps and other equipment as required. Fire equipment operators are under the direct supervision of the fire officer in charge of the station (in the class of Fire Captain or Fire Lieutenant). They perform assigned routine tasks independently and all other decisions or work assignments are received from a superior. This class ranks directly below that of Fire Lieutenant.

#### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. Performs a daily inventory of all assigned fire vehicles and attached equipment to see that all required equipment is present; if not, reports missing items to supervisor; checks all equipment such as air packs and fire extinguishers to see that it is ready for operation
2. Performs a daily check of assigned fire vehicles to assure readiness for operation; checks radio, water, battery, tires, water level in tank, lights, etc.; may replace oil and water if needed; checks air break pressure; checks all hydraulic equipment by operating it; starts engine and checks all gauges, air pressure, water, oil, amp meter, fuel; checks the general appearance of the vehicle to make sure it is clean
3. Performs a daily check of the pumps on assigned vehicles by placing them in operation, checking pressure and gauges;

makes sure valves are not leaking and the relief valve is operational

4. Verbally reports on all daily checks to the officer in charge and makes entries of such in the log book

5. When an emergency alarm is received, takes address and checks location; drives assigned vehicle to fire; following the orders of the officer in charge, stops truck at nearest hydrant and makes sure firefighters have all equipment needed, then places truck as directed and puts pump in operation following standard procedures; assists firefighters in donning air packs, getting equipment from truck, etc., keeping track of all equipment taken; watches gauges and hooks up any additional lines required

6. Assists other equipment operators when needed; listens for any radio messages and relays messages to and from the commanding officer at the fire scene

7. Participates in company and individual training when required

8. Performs general firefighting and housekeeping duties

9. Performs other related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee probationally appointed to the class of Firefighter at least four (4) years immediately preceding the examination.

Prior to confirmation to the class, the applicant shall complete sixteen (16) hours of Department approved and documented training in pump operation.

## **SECTION 4 FIRE LIEUTENANT**

(Promotional Class)

### **GENERAL STATEMENT OF DUTIES**

This class of Fire Lieutenant comprises the first level of supervisory positions in the suppression division of fire department services. Employees of this class are responsible for supervising and assisting firefighters and fire equipment operators in the performance of their duties both at the station and at the scene of a fire or emergency. They also assist the fire captain in charge of the station in the performance of duties such as completing records and filling out reports and providing training for subordinate employees assigned. The fire lieutenant receives general instructions only from a supervisor, has the authority to work independently in most areas, and becomes the officer in charge in the absence of the fire captain. This class ranks directly below that of Fire Captain.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. At the station, supervises and reviews the work of firefighters and fire equipment operators as they perform daily station maintenance or checks and maintenance of fire vehicles and equipment; provides informal instruction in procedures when necessary; takes reports of any missing or inoperable equipment and relays these to the station captain; takes any instructions from station captain and sees that these are carried out; may perform the duties of a firefighter or equipment operator, when necessary
2. Assists the station captain in completing any necessary records or reports such as fire reports, injury reports, monthly equipment reports, request forms for supplies or equipment, gas slips, hose inventories, etc
3. Assists the station captain in providing in-service training (including classroom, evolutions, and on-the-job instruction) for employees on the shift by teaching techniques and procedures used in fire service operations such as ladder work, ropes, hose practices, etc. Sees that



all hoses are tested and maintained; keeps all necessary records on hose.

Performs pre-fire planning inspections and draws plot plans of buildings in the assigned area; knows all types of sprinkler systems and standpipe systems; plans for high-rise egress

4. At the scene of a fire or emergency, receives instructions of the Fire Captain in charge; goes into buildings with firefighters and performs duties in search and rescue, fire extinguishment, salvage, ventilation, directing of hose streams, etc., making any immediate decisions required for the suppression of fire and rescue of lives or property; makes decisions outside building and directs firefighter in the placement of ladders, entering of building, types of hose streams, use of air packs, etc.

5. Performs advanced first aid and CPR when required

6. Performs minor clerical work

7. Performs other related duties as assigned

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee probationally appointed to the class of Fire Equipment Operator at least three (3) years prior to the examination and have a minimum of ten (10) years combined experience probationally or permanently appointed in the classes of Firefighter and/or Fire Equipment Operator immediately preceding the examination.

Prior to confirmation to the class, the applicant must have thirty (30) hours of approved instruction of which eight (8) hours must be in supervisory management.

## **SECTION 5 FIRE CAPTAIN**

(Promotional Class)

### **GENERAL STATEMENT OF DUTIES**

The class of Fire Captain is supervisory, skilled fire prevention, rescue, and fire fighting work. Employees of this class direct the operations of a shift of firefighters, fire equipment operators, and fire lieutenants assigned to a specific fire station. They are responsible for directing operations at the scene of a fire or emergency, as well as for all activities and operations of the assigned station. These include directing maintenance of station, vehicles, and equipment, maintenance of records, provision of in-service training for station personnel, providing recommendations on disciplinary matters, and all other duties attached to the efficient operation of a fire station.

Employees of this class receive general instructions only and have authority to work independently in most areas. This class is under the direct supervision of and ranks directly below the Fire District Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. Takes charge of daily activities at an assigned fire station; receives briefing from captain of shift going off duty and reviews log reports of previous shift; takes roll call and gives full report to fire alarm headquarters; makes any necessary notations on annual leave, sick leave, etc. on personnel records; plans all daily activities for the station, including inspection of apparatus and equipment, grounds, and station to insure proper order and condition, and gives morning assignments on matters such as fuel inventories, maintenance inspections, etc. to the shift lieutenant and takes necessary information and reports relayed by the lieutenant
2. Fills out necessary records and reports such as fuel reports, supply reports, fire incident reports, personnel reports, training reports, etc.; completes all reports necessary on fires or emergencies worked by the company

3. Directs the inspection of buildings for pre-fire planning; collects information and fills out or reviews reports of such; gives instructions in fire safety to nursing homes, hospitals, schools, and other public buildings, upon request.

4. Makes decisions on what training areas are needed by his company and plans for in-service training of personnel in areas such as hose lays, air packs, search and rescue, etc.; either teaches such skills personally or arranges for the lieutenant or other qualified officers to do so

5. Handles all personnel problems of assigned personnel, discusses grievances, handles disagreements, etc.; fills out evaluation reports and recommends necessary discipline for all personnel assigned. Responds to all incidents assigned.

6. At the scene of an emergency, views situation (size of fire, type of building, etc.) and makes a decision as to the best method of handling the fire or emergency; if first captain at the scene, takes control of all operations including the supervision of any other companies which may respond until relieved by a superior officer; supervises and coordinates all fire fighting and rescue operations, issuing orders and offering instruction or assistance when needed; supervises salvage and overhaul operations and contacts owners of buildings when necessary; makes initial determination of cause of fire and contacts arson squad if necessary

7. Performs minor clerical work

8. Performs other related duties as assigned

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee probationally appointed to the class of Fire Lieutenant at least three (3) years prior to the examination and have a minimum of eighteen (18) years combined experience probationally or permanently appointed to the classes of Firefighter, Fire Equipment Operator and/or Fire Lieutenant immediately preceding the examination.

Prior to confirmation to the class, the applicant must have sixty (60) hours of approved instruction of which eight (8) hours must be in supervisory management and fifteen (15) hours in strategy and tactics. Six (6) earned semester hours toward a degree in fire science may be substituted for all the 60 hours above.

## **SECTION 6 FIRE DISTRICT CHIEF**

(Promotional Class)

### **GENERAL STATEMENT OF DUTIES**

Employees of this class perform both supervisory and administrative duties under the direct supervision of the Fire Assistant Chief. The fire district chief is responsible for the activities of all personnel and the operation of all fire stations in an assigned district. Duties include responding to all major fires and emergencies (or others as needed) to direct firefighting and lifesaving activities, assigning and supervising suppression personnel to insure proper fire coverage of all assigned areas, keeping all required records and reports, and providing any other assistance required by station officers and personnel to insure the efficient operation of the suppression division. Employees of this class are under the direct supervision of and this class ranks directly below that of Fire Assistant Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. Makes daily visit to each station and receives reports from station captain including equipment reports, fire incident reports, requests for leave, receipts, etc.; fills out time sheets for all personnel under his supervision; if necessary, transfers personnel to assure that each company can respond with a full complement of firefighters and company officers

2. Responds to alarms for major fires (particularly those involving structural damage or hazardous materials, or any involving firefighting personnel from outside the parish) or to any other fires or emergencies as needed; takes charge of all emergency scene operations; calls in any additional equipment or companies required, oversees placement of equipment or personnel; calls for mutual aid if needed; at completion of fire scene activity, sees that all necessary records and reports are prepared; in cases of suspected arson, sees that fire prevention personnel are notified and any evidence preserved

3. Maintains proper discipline and investigates personnel complaints from employees on an assigned shift and presents findings to the assistant fire chief; recommends disciplinary action to the assistant fire chief when required
4. Conducts or oversees inspection work performed by fire companies; oversees or assists in training of personnel of all fire companies on an assigned shift
5. Assists the assistant fire chief in performing certain administrative functions
6. Keeps track of all unusual local circumstances which may affect firefighting services and contacts local agencies such as the Department of Public Works or the utility company to correct such conditions when necessary; notifies proper agencies to respond and give information in cases of hazardous chemical spills, etc
7. Keeps all necessary records and completes all necessary reports on shift activities and personnel
8. Supervises, directs, and reviews reports of men assigned to special assignments
9. Inspects overall appearance and condition of fire equipment and quarters on his assigned tour of duty
10. Performs other related duties as assigned

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee confirmed in the class of Fire Captain for a period of at least six (6) months and have at least twenty years confirmed combined experience in the classes of Firefighter, Fire

Equipment Operator, Fire Lieutenant and/or Fire Captain immediately preceding the examination.

Prior to confirmation to the class, the applicant must have eighty (80) hours of approved instruction of which sixteen (16) hours must be supervisory management and fifteen (15) hours in strategy and tactics. Eight (8) earned semester hours toward a degree in fire science may be substituted for the 80 hours above.

## **SECTION 7 FIRE ASSISTANT CHIEF**

(Promotional Class)

### **GENERAL STATEMENT OF DUTIES**

The fire assistant chief is responsible for the activities of the suppression division and the operation of all fire stations on an assigned shift. Duties include responding to major fires and emergencies (or others as needed) to direct firefighting and lifesaving activities, assigning and supervising suppression personnel to insure proper fire coverage of all assigned areas, keeping all required records and reports, and providing any other assistance required by station officers and personnel to insure the efficient operation of the suppression division. Employees of this class receive only general instruction, working independently in most areas. This class ranks directly below that of Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. On an assigned shift, visits each station as needed and receives reports from the district fire chief including equipment reports, fire incident reports, requests for leave, receipts, etc.; fills out time sheets for all personnel under his supervision; if necessary, transfers personnel to assure that each company can respond with a full complement of firefighters and company officers
2. Responds to alarms for major fires (particularly those involving structural damage or hazardous materials, or any involving firefighting personnel from outside the parish) or to any other fires or emergencies as needed; takes charge of all emergency scene operations at second alarms; calls in any additional equipment or companies required, oversees placement of equipment or personnel; calls for mutual aid if needed; at completion of fire scene activity, sees that all necessary records and reports are prepared; in cases of suspected arson, sees that fire prevention personnel are notified and any evidence preserved



3. Maintains proper discipline and investigates personnel complaints from employees on an assigned shift and presents findings to the Fire Chief; recommends disciplinary action when required
4. Conducts or oversees inspection work performed by fire companies; oversees or assists in training of personnel of all fire companies on an assigned shift
5. Keeps track of all unusual local circumstances which may affect firefighting services and contacts local agencies such as the Department of Public Works or the utility company to correct such conditions when necessary; notifies proper agencies to respond and give information in cases of hazardous chemical spills, etc
6. Keeps all necessary records and completes all necessary reports on shift activities and personnel.
7. Supervises, directs, and reviews reports of men assigned to special assignments
8. Answers inquiries or complaints from the public; notifies news media and releases designated emergencies worked by the department
9. Inspects overall appearance and condition of fire equipment and quarters on his assigned tour of duty
10. Performs other related duties as assigned

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee confirmed in the class of Fire District Chief for a period of at least six (6) months immediately preceding the examination.

Prior to confirmation to the class, the applicant must have one hundred (100) hours of approved instruction of which sixteen (16) hours must be in supervisory management and fifteen (15) hours in strategy and tactics. Ten (10) earned semester hours toward a degree in fire science may be substituted for the 100 hours above.

## **SECTION 8 FIRE CHIEF**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

This class comprises the highly responsible administrative, technical and supervisory position of chief officer with total control over all operations of the East Bank Consolidated Special Service Fire Protection District (department). The employee of this class provides oversight, administration, management, and supervision of the department's operations and personnel. The Fire Chief organizes the department, sets management policies, prepares and oversees the department's operating budget, provides for public fire prevention/education programs, and oversees the personnel management functions of the department. The incumbent of the position of Fire Chief directs all fire department administrative functions and division operations, including fire suppression, fire prevention, inspection, investigation, public fire education, department training, and fire communications. The Fire Chief works independently, reporting and is accountable to the Jefferson Parish President, or when designated the COO, the Chief Operating Officer.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. Administers and directs the operations of the fire department as chief executive officer.
2. Provides effective, professional leadership, positioning the department to meet the community's current and future needs through appropriate fire prevention and protection technologies and services.
3. Develops management policies, goals and objectives pertaining to all fire department operations, including fire suppression and rescue, fire communications, fire inspection and pre-fire planning, fire cause determination and arson investigation, and public fire prevention education.

4. Monitors local conditions which may create situations the department may be called upon to handle. Develops long-range master plans, and recommends strategies to accommodate current and anticipated exposures.

5. Keeps informed of existing or proposed legislation, regulations, and ordinances, and court decisions related to the fire service.

6. Promotes a positive public image of the work of the fire department in the daily performance of duties. The Fire Chief handles complaints from the public concerning emergency and non-emergency fire department operations and procedures.

7. Attends all meetings as directed by the appointing authority in order to give reports, offer advice, make recommendations, and to keep informed of local trends pertaining to the fire service.

8. Cooperates with federal, state, and local agencies, providing support in declared emergencies or to provide mutual aid.

9. Develops and implements an emergency management system based on identification of potential hazards, and creates an organizational structure which maximizes the efficient utilization of fire protection resources, and provides administration, oversight, and supervision of the essential functions of Fire Suppression, Fire Prevention, Communications, Departmental Training, Administration, and Departmental Maintenance.

10. Evaluates the productivity and effectiveness of departmental programs and activities and determines the most efficient allocation of resources, including apparatus and personnel. Establishes and maintains a system of line and staff inspections to exercise control over department operations and to insure compliance with departmental regulations. Identifies areas in need of improvement, and implements corrective measures.

11. Oversees a risk management program to control departmental losses, and monitors the results of the program. Assures all accidents or injuries involving department equipment or personnel are promptly and properly investigated. Evaluates the cause of accidents and establishes policies and procedures to avoid future

incidents. Oversees the development of a safety program for the department.

12. Prepares departmental budget requests, conducts fiscal economic impact studies and cost/benefit analyses to prepare budget projections, and provides revenue and expenditure estimates. Administers and monitors funds appropriated by the governing authority for departmental operations and capital improvement programs. Oversees the operation of the general accounting system for the department to provide a record of liabilities, assets and financial transactions. Reviews and approves divisional operating budgets, and authorizes the expenditure of funds allocated for departmental operations. Assures that expenditures are made within the limits of budgeted funds and in accordance with statutes applicable to the purchase of equipment, supplies, and services. Draws up specifications for public bid.

13. Collaborates with supervisory personnel to locate, write requests for and administer grant programs to fund fire protection and prevention projects for the department.

14. Participates in the development and administration of a comprehensive personnel plan providing for compensation and benefits. Cooperates with boards and agencies whose rules or operations may affect the careers of fire department employees or the work of the fire department. Develops and implements a personnel recruitment program in accordance with EEO standards. Interviews candidates certified for appointment by the fire civil service board and makes hiring decisions. Reports employment, appointments, and other personnel actions to the board within the prescribed period, in accordance with civil service law. Cooperates with the board in maintaining seniority rosters in order to establish accurate promotional eligibility lists.

15. Holds formal meetings with subordinates in order to receive and provide information. Manages the work of subordinates, assists subordinates with establishing work priorities and goals, delegates assignments, outlines responsibilities, monitors the work pace and progress, and approves leave. Establishes performance standards and implements procedures for evaluating employee performance. Collaborates with subordinate supervisory personnel on decisions related to performance adjustment, including corrective or disciplinary action, job modification, or training opportunities.

16. Maintains employee discipline. Establishes an internal affairs review process. Conducts investigations or provides oversight of investigations of alleged violations against departmental policies and employee misconduct. Provides for employee grievance resolution procedures within the department and personally counsels employees who are experiencing work problems.

17. Evaluates departmental training needs, and provides for proper staffing and resources. Serves as an instructor for formal classroom training and arranges for outside instruction, as needed. Assists with smaller fire departments in surrounding areas, when required.

18. Oversees the general care and use of departmental equipment, vehicles, stations, grounds, and other related property. Provides for the maintenance of inventory and a process to purchase and store supplies for the department. Oversees the process of obtaining estimates on repair costs, arranging for repairs, and inspecting equipment or property after repairs to ensure proper working order.

19. Oversees and utilizes a system of information management in the administration of the department. Develops a report review system in order to analyze and evaluate the quality of fire services provided. Personally completes all forms, records, and reports, as directed. Collects, compiles and analyzes data from department records, legal sources and recognized authorities in order to write reports, solve problems and make management decisions.

20. Writes letters in answer to written or oral requests for information, or to address the needs of the department. Writes news releases, public service announcements, news articles, or other types of position paper for the department. Writes proposed legislation, ordinances, or regulations pertaining to the operations of the fire department.

21. Establishes effective fire ground procedures according to the Incident Command System. Provides for fire ground leadership and command, communications, size-up, equipment placement, personnel assignments, strategies and tactics. Personally responds to major incidents involving multiple alarms in which serious loss of life and property is

anticipated. Monitors fire ground activity and evaluates fire ground decisions. Takes command when required. Works with fire ground and investigative personnel to share information and to determine whether fires occurring in the jurisdiction were the result of natural causes, carelessness, or arson. Commands Fire Department operations and coordinates with other rapid response operations involving special tactical operations.

22. Performs any other related duties.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must not be less than eighteen (18) years of age.

The applicant must possess a valid driver's license.

### **MUST MEET ONE OF THE FOLLOWING THREE REQUIREMENTS**

#### **EITHER**

The applicant must have a Bachelor's degree from an accredited institution in fire science, fire administration, fire protection engineering, Fire science, business administration, public administration, or a related curriculum and at least ten (10) years' consecutive full-time experience in the fire service, at least two (2) years of which must include employment in fire suppression operations, four (4) years of which must include a permanent position having included administrative and supervisory responsibilities at the rank of Lieutenant or above. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

#### **OR**

The applicant must have an Associate's degree in fire science, fire administration, or other related curriculum, or a Bachelor's degree from an accredited institution in an unrelated curriculum, and at least twelve (12) years of consecutive full-time experience in the fire service, at least four (4) years of which must include employment in fire suppression operations, and six (6) years of which must include a permanent position having administrative and supervisory responsibilities at the rank of Lieutenant or above. National Fire Academy EFO certificate and/or Chief Fire Officer Designation (CFOD) is desired. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or high school equivalency certificate or G.E.D. certificate.

Applicant must also have at least fifteen (15) years of consecutive full-time experience in the fire service, at least six (6) years of which must include confirmed employment in suppression operations, and eight (8) years of which must include confirmed in a permanent position having administrative and supervisory responsibilities at the rank of Captain or above. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions



which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and administration and must have obtained the permanent rank of confirmed Captain or higher in a full-time Fire Department organization comparable to the Jefferson Parish East Bank Consolidated Special Services Fire Protection District or greater.

Education and/or training cannot be substituted for the required years of experience.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

## **SECTION 9 FIRE PREVENTION EDUCATION OFFICER**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

This is a specialized class under the fire prevention division of fire department operations. Employees of this class design fire prevention programs, lecture and teach classes on fire prevention and related subjects, write booklets, pamphlets, and other material for use in fire prevention programs, and perform related duties such as developing fire evacuation plans and conducting fire drills. The education officer works independently in most areas with general instructions from the Fire Prevention Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned; neither are they intended to exclude other duties which may be logical assignments to this class.

1. Studies buildings in the area and sets up fire evacuation plans; designs a program to implement fire evacuation plans by talking with owners and operators of buildings, by locating and training personnel to act as wardens, by locating all fire protection items such as fire extinguishers, etc., in the building, and by drawing fire evacuation diagrams

2. Supervises fire drills in schools, nursing homes, hospitals, and other public and private buildings.

Designs booklets, pamphlets, and other teaching material for use in fire prevention programs; writes brochures on areas related to fire prevention such as how to behave in a fire, what to do after a fire, etc

3. Does guest lectures and demonstrations on fire prevention for schools, businesses, community groups, public service groups, etc

4. Maintains a reference library of fire prevention materials. Writes news stories or releases to be issued by the fire department

5. Does research and prepares statistics for use in talks and in teaching materials

6. Keeps records and writes narrative reports on the work of the fire education section
7. Attends schools and training courses in all areas of fire department operations in order to discuss these in the community and be able to explain the work and needs of the fire department to community groups
8. Recommends purchases of educational material.
9. Serves as a consultant on fire prevention matters for related prevention and/or training groups
10. Counsels juvenile fire setters
11. Performs other related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must not be less than eighteen (18) years of age.

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or high school equivalency certificate or G.E.D. certificate.

The applicant shall have five (5) years combined experience in any of the fields of Fire suppression, prevention, safety, education field; or has successfully earned a certificate of teaching and or safety education training from an accredited higher education institution.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

## **SECTION 10 FIRE INSPECTOR I**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

This class comprises an entrance level position in the fire prevention division of the fire department. Employees of this class perform initial inspection of buildings to insure compliance with fire codes, perform re-inspections to ascertain that fire hazards have been corrected, and keep records of fire prevention work performed. The position is non-supervisory in nature, and fire inspectors work independently in certain designated areas with specific instructions for non-routine duties. Work in this class is reviewed by the Fire Inspector II, and this class ranks directly below that of Fire Inspector II.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. In an established manner, inspects schools, theaters, churches, halls, tents, apartment houses, residences, taverns, and other public, private, business, and industrial properties to ascertain compliance with state and parish fire prevention regulations; checks fire extinguishers and extinguishing systems, exit doors, and lights, general housekeeping, wiring (overuse of electrical circuits, exposed wires, etc.), venting and maintenance of air-conditioning and heating systems, maintenance of cooking equipment, fire protection for special equipment such as computers, outside accessibility to building, etc.; makes notes of all items on prepared checklist, listing problems and/or recommendations
2. Talks with owners or occupants of buildings; goes over report and explains problems or hazards that need correcting; gives notification of problems that must be corrected; gets phone numbers for emergencies and any other pertinent information about buildings
3. Issues written violations for more serious offenses of fire codes; performs re-inspections to assure that violations have been corrected; for uncorrected offenses, may issue

misdemeanor summonses; sends reasons in writing for summonses issued to the district attorney's office through the sheriff's office; appears in court to testify concerning violations; may also get court injunction to shut down building with serious uncorrected violations of fire codes

4. Fills out daily activity sheet, routine inspection reports, loss reports, and any other daily or special report required by department policy; enters required information into records management system; takes monthly report from computer on inspections needed and uses it to plan activities.

Establishes and maintains good public relations

5. Attends meetings and seminars for additional training; informally assists in training new fire inspectors; assists in training in other fire departments to set up fire prevention programs

6. Responds to incident when called

7. Issues tickets for parking in fire lanes

8. Assists the arson investigator when required; assists the fire suppression division or in alarm headquarters in emergencies

9. Performs other related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must not be less than eighteen (18) years of age.

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or high school equivalency certificate or G.E.D. certificate.

The applicant shall have:

Current license as a professional engineer from the Louisiana Professional Engineering and Land Surveying Board (or equivalent board from state other than Louisiana)

Or;

Current license to provide architectural services from the Louisiana State Board of Architectural Examiners (or equivalent board from state other than Louisiana)

Or;

Current certification as home inspector from Louisiana State Board of Home Inspectors

Or;

Board certification from National Academy of Building Inspection Engineers

Or;

Certification in inspection from the National Association of Fire Investigators (NAFI) or National Fire Protection Association (NFPA) or from the LSU Fire and Emergency Training Institute,

Or;

Three years of experience in responsible charge of building inspection work for political subdivision with greater than ten thousand residents or private company with greater than two hundred fifty employees;

Or;

Three years of experience working as a fire building inspector for a municipality with greater than ten thousand residents;

Or;

Three years of experience as inspector for the Louisiana Office of State Fire Marshall

Or;

Bachelor's degree in architecture, education or engineering from an accredited university or college.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.



## **SECTION 11 FIRE INSPECTOR II**

(Promotional Class)

### **GENERAL STATEMENT OF DUTIES**

This is the first promotional level of work in the fire inspection division of fire department operations. Employees of this class perform all duties assigned to lower ranking fire inspectors, as well as assuming responsibility for reviewing construction plans, inspecting new structures before occupancy, corresponding with and serving as a consultant to contractors and architects, and keeping records of all matters relating to new construction. The Fire Inspector II provides on-the-job instruction and supervision for subordinate fire inspectors. This class ranks directly below that of Fire Prevention Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. Reviews building plans from building regulatory board for any commercial or multi- residential apartments; checks to see if there are any violations of fire codes before building permits are issued; either approves the plans or contacts the builder to explain problems which must be corrected before building permit can be issued; serves as a consultant to contractors and architects on fire safety standards
2. Keeps records of all building plans, construction documents, etc.; sends written notification of problems or violations; handles all paperwork concerned with new construction
3. Reviews all new structures before occupancy
4. On inspections of large facilities, directs the inspection and supervises the work of subordinate fire inspectors, checks their work, and provides training for new fire inspectors.

Inspects buildings to ascertain that all fire codes are being met; in an established manner, inspects schools, theaters,

churches, halls, tents, apartment houses, residences, taverns, and other public, private, business, and industrial properties to ascertain compliance with state and parish fire prevention regulations; checks fire extinguishers and extinguishing systems, exit doors and lights, general housekeeping, wiring (overuse of electrical circuits, exposed wires, etc.), venting and maintenance of air-conditioning and heating systems, maintenance of cooking equipment, fire protection for special equipment such as computers, outside accessibility to building, etc.; makes notes of all items on prepared checklist, listing problems and/or recommendations

5. Talks with owners or occupants of buildings; goes over report and explains problems or hazards that need correcting; gives notification of problems that must be corrected; gets phone numbers for emergencies and any other pertinent information about buildings

6. Issues written violations for more serious offenses of fire codes; performs re-inspections to assure that violations have been corrected; for uncorrected offenses, may issue misdemeanor summonses; sends reasons in writing for summonses issued to the district attorney's office through the sheriff's office; appears in court to testify concerning violations; may also get court injunction to shut down buildings with serious uncorrected violations of fire codes

7. Fills out daily activity sheet, routine inspection reports, loss reports, and any other daily or special report required by department policy; enters required information into computer bank (typewriter keyboard input); takes monthly report from computer on inspections needed and uses it to plan activities

8. Establishes and maintains good public relations

9. Attends meetings and seminars for additional training; informally assists in training new fire inspectors; assists in training in other fire departments to set up fire prevention programs

10. Responds to incident when called

11. Issues tickets for parking in fire lanes.

12. Assists the arson investigator when required; assists the fire suppression division or in alarm headquarters in emergencies.

13. Performs other related duties as assigned

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee confirmed in the class of Fire Inspector I for a period of at least six months immediately preceding the examination.

Prior to confirmation to the class, the applicant must have thirty (30) hours of approved instruction of which eight (8) hours must be supervisory management. Three (3) earned semester hours toward a degree in fire science may be substituted for the 30 hours above.

## **SECTION 12 FIRE INVESTIGATOR I**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

This class comprises specialized positions in the fire prevention bureau involving investigating cases of suspected arson. Employees of this class are responsible for performing or assisting law enforcement officers in performing initial investigations of cases of suspected arson, following-up leads, interviewing witnesses and suspects, and developing arson cases to be turned over to the district attorney for prosecution. Positions of this class are non-supervisory in nature, but the fire investigator is required to work closely with personnel of the fire suppression division at the fire scene and with law enforcement officials in all follow-up work. The fire investigator receives general instructions only, working independently in most areas. Work in this class is supervised by Fire Investigator II, and this class ranks directly below that of Fire Investigator II.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. Goes to the fire scene when arson is suspected; talks to the officer in charge and gets the names of possible witnesses and as much technical information about the fire as possible; examines the site for evidence before fire companies perform any overhaul, when possible; tries to determine the point of origin of the fire and to generally become familiar with the building and situation; if arson is definitely indicated, calls the sheriff's office to send deputies to help with investigation
2. Photographs the fire scene taking overall views, origin of fire, views of physical damage or interesting debris, damage to adjoining buildings, position of bodies, etc.; tries to establish sequence of fire in pictures; takes photographs of onlookers in crowd and vehicles in the surrounding area; takes photographs at autopsy of burn victim (in cases where arson is suspected)

3. Surveys area of fire looking for possible evidence of arson using indicators such as depth of char, ventilation factors, fire load, evidence of back draft, smoke explosion, contents, unusual location of materials, windows open in cold weather, open valves on gas heaters in summer, etc.; determines the point of origin and then looks for cause of fire, trying to eliminate all possible natural causes
4. Collects any available evidence such as tools used in entry, evidence of incendiary devices, containers of flammable liquids, etc.; correctly secures and labels evidence collected, protecting chain of custody; records all evidence collected and sends to the appropriate laboratory for examination and analysis; sketches the fire scene for use in investigation and for presentation in court
5. Interviews any witnesses available; checks files and records, follows suspects, and collects any further evidence available, both physical evidence and information; tries to locate a suspect and build a case which can be turned over to the designated law enforcement or judicial officials for prosecution
6. Calls law enforcement officers to transport suspects to jail; Issues subpoenas
7. Completes and turns over all records and reports of investigation to district attorney; testifies in court as an expert witness. Coordinates work of the fire department and law enforcement agencies; works in cooperation with agencies such as the sheriff's office, FBI, U.S. Bureau of Alcohol, Tobacco, and Firearms, and state police
8. Completes all records and reports of fire investigation activities
9. Establishes and maintains good public relations.
10. Performs other related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must not be less than eighteen (18) years of age.

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or high school equivalency certificate or G.E.D. certificate.

The applicant shall have five (5) years of combined experience in any of the fields of Fire Suppression, investigatory experience in fire cause and origin; or investigatory experience in a related field.

Twelve earned semester credit hours toward a fire science degree related to the above may be substituted for 5 years' experience in fire related field.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

## **SECTION 13 FIRE INVESTIGATOR II**

(Promotional Class)

### **GENERAL STATEMENT OF DUTIES**

The position of Fire Investigator II is the first promotional level of work in the fire investigation division of fire department operations. Employees of this class perform all duties assigned to lower ranking fire investigators. In addition to these duties he/she oversees and directs the field work of lower ranking investigators, reviews all reports compiled by subordinates, and supervises the maintenance of equipment (such as photographic equipment) used by the investigative division. This class ranks directly below that of Fire Prevention Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. Supervises the activities of lower ranking fire investigators by making judgments on how to approach an investigation, overseeing the investigation, and providing on-the-job training for new fire investigators
2. Instructs lower ranking investigators in the writing of reports, reviews all such reports submitted, and makes corrections when necessary
3. Supervises maintenance of all photographic equipment and other equipment, supplies, and reports of the fire investigation division
4. Goes to the fire scene when arson is suspected; talks to the officer in charge and gets the names of possible witnesses and as much technical information about the fire as possible; examines the site for evidence before fire companies perform any overhaul, when possible; tries to determine the point of origin of the fire and to generally become familiar with the building and situation; if arson is definitely indicated, calls the sheriff's office to send deputies to help with investigation. Photographs the fire scene taking overall views, origin of fire, views of physical damage or interesting debris, damage to adjoining buildings, position of bodies,

etc.; tries to establish sequence of fire in pictures; takes photographs of onlookers in crowd and vehicles in the surrounding area; takes photographs at autopsy of burn victim (in cases where arson is suspected)

5. Surveys area of fire looking for possible evidence of arson using indicators such as burn patterns, depth of char, ventilation factors, fire load, evidence of back draft, smoke explosion, contents, unusual location of materials, windows open in cold weather, open valves on gas heaters in summer, etc.; determines the point of origin and then looks for cause of fire, trying to eliminate all possible natural causes

6. Collects any available evidence such as tools used in entry, evidence of incendiary devices, containers of flammable liquids, etc.; correctly secures and labels evidence collected, protecting chain of custody; records all evidence collected and sends to the appropriate laboratory for examination and analysis; sketches the fire scene for use in investigation and for presentation in Court Interviews any witnesses available; checks files and records, follows suspects, and collects any further evidence available, both physical evidence and information; tries to locate a suspect and build a case which can be turned over to the designated law enforcement or judicial officials for prosecution

7. Calls law enforcement officers to transport suspects to jail; Issues subpoenas

8. Completes and turns over all records and reports of investigation to district attorney; testifies in court as an expert witness

9. Coordinates work of the fire department and law enforcement agencies; works in cooperation with agencies such as the sheriff's office, FBI, U.S. Bureau of Alcohol, Tobacco, and Firearms, and state police

10. Completes all records and reports of fire investigation activities

11. Establishes and maintains good public relations.

12. Performs other related duties as assigned

#### **QUALIFICATION REQUIREMENTS**



Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee confirmed in the class of Fire Investigator I for a period of at least six (6) months immediately preceding the examination.

Prior to Confirmation to the class, the applicant must have thirty (30) hours of approved instruction of which eight (8) hours must be in supervisory management. Three (3) earned semester hours toward a degree in fire science may be substituted for the 30 hours above.

## **SECTION 14 FIRE PREVENTION CHIEF**

(Promotional Class)

### **GENERAL STATEMENT OF DUTIES**

This class comprises a responsible supervisory and administrative position in the fire prevention division of fire department operation. The employee of this class supervises fire inspectors, fire investigators, fire education officers, and clerical personnel assigned to the fire prevention division. This position is responsible for overseeing all functions of the fire prevention bureau. The fire prevention chief performs duties such as reviewing case records on all arson cases to consult with and assist arson investigators, consulting regularly with the fire inspectors to supervise and assist with the department inspection program, and seeing that all records and reports for the inspection division, particularly computer records, are correct and up-to-date. The fire prevention chief works under the general supervision of the Fire Department Chief of Administration.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. Reviews daily activity reports turned in by all fire inspectors; reviews daily building inspection reports and all attached building records to make sure that all inspection data is correct and complete; regularly reviews computer printout of which buildings need to be inspected; sets priorities for inspection and discusses these with each fire inspector; sees that any necessary follow-up work on inspections is done; sees that all records and reports of fire inspections are correctly filed and copies made and distributed as required

2. Reviews daily reports and case data turned in by arson investigators; makes suggestions on leads, follow-up, and prosecution of arson cases; oversees or may personally assist in arson investigations by visiting fire scene; at fire scene, searches for, identifies, and labels evidence to be turned over to the crime lab for processing; coordinates, but may not participate in all phases of arson investigation;

receives final reports turned in by investigators and works with investigators and the district attorney's office in developing cases for prosecution

3. May testify in court as an expert witness
4. Keeps personnel records on fire prevention division personnel; approves Annual and Sick Leave; fills out yearly evaluation forms; recommends any necessary disciplinary action; schedules division personnel for training; makes assignments for the training of all new fire prevention personnel and oversees informal training; maintains a reference library on fire prevention
5. Orders all equipment and supplies for the fire prevention division; oversees all maintenance of equipment assigned to the division
6. Talks with citizens who have fire prevention complaints and follows these up when necessary
7. Consults with the fire inspector who reviews building plans when special problems arise; makes final decisions when there is a special problem and plans do not meet building codes
8. Personally keeps or supervises the maintenance of all records and reports for the fire prevention division; designs records, forms, or procedures needed for new functions
9. Issues burn permits
10. May occasionally conduct fire drills
11. Recommends new fire prevention ordinances and revisions of existing ordinances
12. Performs other related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee confirmed in the classes of Fire Inspector II or Fire Investigator II for a period of at least six (6) months immediately preceding the examination.

Prior to confirmation to the class, the applicant must have eighty (80) hours of approved instruction of which sixteen (16) hours must be in supervisory management. Eight (8) earned semester hours toward a degree in fire science may be substituted for the 80 hours above.

## **SECTION 15 FIRE TRAINING OFFICER I**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

This class comprises specialized positions in the training division of fire department operations. Employees of this classification write lesson plans to be used by the training division or by company officers in station training, teach classes in all phases of fire department activity, and attend classes or study new materials to keep up with changes in fire service operations so that these may be included in training activities. Positions of this class are basically non-supervisory in nature; however, instructors must supervise any department employees during training sessions being led by the training division. Fire instructors are responsible to and this class ranks directly below that of Fire Training Officer II.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. Conducts a twelve-week training program for all new employees hired for the fire suppression division of the department, including basic skills such as rolling and connecting hose, handling hose streams, repelling, ladder work, ventilation, forcible entry; conducts physical fitness training
2. Conducts training sessions in basic or advanced firefighting skills including driver training and pump operation at the drill field or at stations for all fire suppression personnel
3. Conducts classroom training in areas such as hose construction, chemistry of fire, apparatus, streams, water systems, pumps, ventilation, forcible entry, basic hydraulics for all fire suppression personnel
4. Writes lesson plans for all subject matter included in the training program; prepares, administers, and grades training tests; assists in planning the overall training program for the department, making decisions concerning what

areas need to be covered in the training program, how this should be accomplished, etc.

5. Goes to working fires and makes notes on problem areas in fire suppression which need to be covered during training

6. Keeps records of training activities as assigned

7. Attends training conferences and schools to keep informed on modern fire department methods for inclusion in training programs; conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose on integrating such material into the training program; prepares training material to be used in the program

8. Assists in performing duties such as: ordering and keeping records of all supplies used in the training program; maintaining a library of training materials for all officers and employees of the department; setting up training schedules

9. Performs other related duties as assigned

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must not be less than eighteen (18) years of age.

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval

of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or high school equivalency certificate or G.E.D. certificate.

The applicant shall have at least three (3) years' experience of combined experience in any of the fields of—fire tactics/principles and/or the applicant shall have successfully completed the course of instruction and practical application of Firefighter I.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Prior to confirmation to the class, the applicant must become a Louisiana State Certified Fire Service Instructor I.

## **SECTION 16 FIRE TRAINING OFFICER II**

(Promotional Class)

### **GENERAL STATEMENT OF DUTIES**

The class Training Officer II is a position, the main duties of which are planning and coordinating training activities for the fire department. The fire training officer II may personally conduct training or supervise training conducted by subordinate training officers, station captains, or volunteer instructors. With the assistance and direction of the department head and the Fire Chief, the Fire Training officer II determines the format for all department training and schedules such training, as well as planning for and assisting in the work of any subordinate personnel assigned to the training division. This class is under the direct supervision of the Fire Chief or his/her designee.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. Directs training activities for the department; recommends subject matter and format to be covered in department training; schedules training activities for all fire suppression personnel;
2. Draws up lesson plans and approves all lesson plans drawn up by subordinate training officers; personally teaches courses in fire suppression, pump operation, CPR, fire prevention, fire line supervision, and related fire areas; prepares, administers, and grades training tests
3. Supervises subordinate training officers who assist in writing lesson plans, directing training, and keeping records of training by performing duties such as assigning work schedules, approving leave, evaluating performance of subordinates, providing technical assistance, etc.; coordinates with fire captains who conduct station training
4. Attends training conferences and schools to keep informed on modern fire department methods; conducts research of technical data, including local fire reports, etc., for the purpose of integrating such materials into the training



program; maintains a library of training materials for all officers and employees of the department

5. Performs administrative duties such as preparing or providing for the preparation and maintenance of all records and reports of training division activity, ordering and keeping records of all supplies used in training, providing personnel evaluations of all employees assigned to the training division, scheduling instructors from outside the fire department to teach courses to fire department employees; reads and adheres to training division budget

6. May respond to fire department incidents to observe incident operations, command and safety procedures to incorporate in future training and incident critiques.

7. Performs other related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee confirmed in the class of Fire Training Officer I for a period of at least six (6) months immediately preceding the examination.

Prior to confirmation to class the applicant must become a Louisiana State Certified Fire Instructor II.

**SECTION 17 FIRE COMMUNICATIONS OFFICER I**  
(Competitive Class)

**GENERAL STATEMENT OF DUTIES**

Employees in positions of this class perform entrance-level work in operating communications equipment, keeping records, and other duties in the communications center of the fire department. They answer fire telephones, dispatch fire fighting equipment, and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. This class ranks directly below that of Fire Communications Officer II.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. Answers telephones or electronic communication device and secures the most accurate information possible for any incident from caller or call taker; locates street address on map or in street file; determines the correct unit(s) to be dispatched and any other pertinent information by checking address in a cross-reference file, log, or computer file; transmits information on incident by telephone, or electronic communications, and dispatches unit
2. Keeps track of location and condition of each unit at all times; receives and transmits messages to and from the fire scene and to and from related department personnel; notifies all specified officers or special units of all working fires
3. Contacts EMS, law enforcement, utility companies, etc., for assistance at the fire scene or in emergencies, when necessary. Receives emergency calls of a non-fire nature and responds appropriately.
4. Tests equipment such as fire radios, fire telephones, alert tones, or recording equipment as prescribed by department policy

5. Keeps logs, records, files, and lists by making entries on a regular basis or by periodically reviewing and updating information
6. Files reports forms, cards, logs, tapes, or other items for future reference; compiles permanent records, either written or taped, of all working fires
7. Notifies repair crew or supervisor of any malfunctioning equipment
8. Trains new communications officers by giving demonstrations, assisting with work performance, or supervising work performed during training period
9. Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, or assembling necessary supplies and equipment
10. Performs other related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must not be less than eighteen (18) years of age.

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school

curriculum which has been accredited by the applicant's state, or its state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or high school equivalency certificate or G.E.D. certificate.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Prior to confirmation the applicant must satisfactorily demonstrate appropriate cognitive and completion of Tele-Communications Certification as required by the department.

**SECTION 18 FIRE COMMUNICATIONS OFFICER II**  
(Promotional Class)

**GENERAL STATEMENT OF DUTIES**

The class Fire Communications Officer II encompasses a responsible and skilled position performing fire communications duties and assisting in and monitoring the work activities of lower level employees. The work of this class involves assigning work tasks and providing training and guidance to lower level employees. Employees of this class perform administrative and maintenance tasks as well as receiving and dispatching calls for fire protection and rescue services. The Fire Communications Officer II also oversees the preparation and maintenance of shift records. In addition to the more responsible duties of this class, the employees also perform the duties of the lower class but at a higher skill level and with a greater degree of discretion and independent judgment. This class differs from the Fire Communications Officer I in that it has greater responsibilities which may include some supervisory responsibilities. Employees of this class have their work reviewed by the Fire Communications Supervisor. This class ranks directly below that of Fire Communications Supervisor.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. Answers emergency and non-emergency telephone calls and other electronic communications and takes as much information as possible from the caller or call taker
2. Enters all information into computer by using appropriate codes and procedures. Determines the correct apparatuses to be dispatched and notifies any special agencies designated by department procedures in special or emergency situations
3. Dispatches fire alarms and emergency incidents in all stations concerned
4. Uses Computer Aided Dispatch (CAD) display to monitor the location and status of emergency units at all times

5. Receives and transmits messages to and from emergency scenes and to and from related department personnel. Sends companies to serve as back-up for stations.
6. Logs on and off the computer at the beginning and end of each shift by using the appropriate computer command
7. Supervises subordinate communications personnel in the performance of all dispatching functions of the fire communications division.
8. Holds meetings with subordinate employees for the purpose of receiving reports or disseminating information.
9. Inspects appearance of equipment and personnel, assigns work, provides technical assistance, and delegates authority to subordinates for the more effective operation of the division
10. Evaluates work performance of subordinates and reports on such to superiors when required
11. Prepares for shift change by briefing on-coming shift or being briefed by out-going shift, checking records from previous shift, or assembling necessary supplies and equipment. Answers questions on department procedure when requested or refers questioners to designated authority
12. Provides on-the-job instruction to subordinates in the operation of communications equipment and related areas
13. Participates in training provided by the department on communications and related areas
14. Supervises the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Personally completes forms and records required
15. Tests equipment such as fire radios, fire telephones, alert tones, emergency alarms and individual paging devices as prescribed by department policy
16. Supervises the general care and maintenance of all departmental communications equipment

17. Inspects equipment or operating systems after repairs to see that repairs were properly accomplished

18. Performs any related duties assigned

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee confirmed in the class of Fire Communications Officer I for a period of at least six (6) months immediately preceding the examination.

## **SECTION 19 FIRE COMMUNICATIONS SUPERVISOR**

(Promotional Class)

### **GENERAL STATEMENT OF DUTIES**

The class Fire Communications Supervisor encompasses responsible supervisory and technical positions, with responsibility for the planning, maintaining and operating the fire department communication facilities and services. This position develops and maintains standard operating procedures for the Fire Communication Division. The incumbent directly supervises and evaluates the work performance of all subordinates assigned to the Fire Communications Division.

Work is carried out under the general direction of the Fire Department Chief of Administration.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. Plans, organizes and directs the activities of the Fire Communications Division with respect to equipment and personnel
2. Makes recommendations for changes in procedures
3. Reviews incoming written communications, routing work to the appropriate person or location. Purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget
4. Supervises subordinate personnel that answer emergency and non-emergency telephone calls and electronic communications, making sure that the correct procedures are followed in processing information into the CAD system.
5. Oversees the dispatching of units and the notification of any special agencies designated by department procedures in special or emergency situations



6. Supervises the dispatch of incident alarms in all stations using alarm tones, phones, etc.
7. Supervises subordinates using the Computer Aided Dispatch (CAD) display to monitor the location and status of emergency units
8. Oversees subordinates receiving and transmitting messages to and from emergency scenes and to and from related department personnel
9. Makes sure that reserve companies are sent as back-up for stations from which all equipment is gone
10. Holds meetings with subordinate employees for the purpose of receiving reports or disseminating information
11. Reviews reports completed by subordinates
12. Delegates authority to subordinates for the more effective operation of the division
13. Assigns work or duty areas to subordinates
14. Approves leave
15. Inspects appearance of equipment or personnel
16. Provides technical assistance when needed.
17. Counsels employees who are experiencing work problems and strives to resolve employee complaints and grievances
18. Handles complaints from the public
19. Maintains discipline among employees of the department by conducting corrective interviews
20. Sees that all employees receive necessary training by personally conducting formal and informal training
21. Provides on-the-job instruction in the operation of communications equipment and related areas
22. Prepares material for use in training

23. Insures that accurate records of the department activity are maintained

24. Supervises the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such

25. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation

26. Performs any related duties assigned

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee confirmed in the class of Fire Communications Officer II for a period of at least six (6) months immediately preceding the examination.

## **SECTION 20 FIRE SAFETY OFFICER**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

The class Fire Safety Officer encompasses positions, the major duty of which is to develop and oversee a safety program to be implemented in all areas of fire department operations. This includes conducting research and informational studies on safety factors and storing or analyzing data in order to evaluate and modify, if necessary, department regulations or training related to the safety of employees and the safe use of equipment. This class is a responsible administrative one; under normal working conditions no supervision of other divisions is exercised by the fire safety officer. Employees report directly to and are supervised by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. Manages the operation of all fire safety programs for the department; does research and planning for safety programs; recommends management policies, goals, and objectives related to safety; keeps informed on modern fire fighting methods and administrative practices and evaluates how they may affect safety programs
2. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the department head; studies new laws, regulations, ordinances and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed
3. Investigates all accidents involving department equipment or personnel; determines cause; visits scene, questions witnesses; makes recommendations on procedures to avoid future accidents
4. Provides for and supervises the preparation and maintenance of all records and reports for assigned

functions; purchases equipment and supplies; makes recommendations on major purchases for the department

5. Compiles and organizes data needed for reports; writes reports; writes letters in answer to written or oral requests addressed to the fire department or needed to handle problems or to address other needs of the fire department

6. Performs size-up at the scene of a fire or emergency and takes charge of all safety procedures; participates in handling emergencies involving hazardous materials

7. Conducts training in safety

8. Personally tests or directs the testing of equipment; assures that equipment meets all applicable federal, state, and local standards; inspects equipment property or operating systems after repairs to see that repairs were properly accomplished

9. At the direction of the Fire Chief shall conduct safety investigations of all accidents involving department vehicles, in house accidents, on duty injuries, monitors off duty injuries that require the use of paid leave and follows-up on the rehabilitation process, and investigates safety issue which may arise on the fire ground.

10. Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must not be less than eighteen (18) years of age.

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's

or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or high school equivalency certificate or G.E.D. certificate.

The applicant shall have five (5) years experience in the field of report writing, accident prevention and safety, accident and injury cause and effect, recommendation/remediation; and/or the applicant shall have earned at least an associate degree in Fire Science, Fire Protection, Technology, and/or Occupational Safety and Health from an accredited institution.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

## **SECTION 21 FIRE TECHNICIAN I**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

The class Fire Technician I encompasses an entry-level position in the fire service. The primary duty and responsibility of this class is the maintenance and repair of self-contained breathing apparatus for the fire department. Fire Technicians I respond to emergencies in order to conduct needed repairs to self-contained breathing apparatus, as well as to other tools and equipment, as needed.

Non-emergency duties of this class include the repair and maintenance of department facilities. Employees of this class work with a high degree of supervision, reporting to and having work reviewed by the Fire Technician II.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. Performs maintenance and repairs to self-contained breathing apparatus, including face masks, hoses, cylinders, regulators, valves, and other component parts
2. Refills air cylinders after each use in accordance with department standards
3. Conducts flow testing of self-contained breathing apparatus. Responds to alarms in order to conduct needed repairs to self-contained breathing apparatus at the emergency scene, and other tools and equipment as may be required
4. Inspects, maintains, repairs, and performs service tests of nozzles, nozzle assemblies, fire hose, and hose couplings
5. Maintains records on the use and maintenance of self-contained breathing apparatus
6. Personally completes forms, records, and reports, as required. Reads service manuals and any other written material necessary to perform repairs and maintenance

7. Maintains inventory of supplies and equipment necessary to perform assigned duties
8. Organizes and stores assigned equipment and supplies in an orderly fashion. Transports, delivers, and picks up equipment to be repaired or maintained
9. Repairs and maintains department facilities, including carpentry, plumbing, and electrical repairs
10. Performs any related duties assigned

#### **QUALIFICATIONS REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must not be less than eighteen (18) years of age.

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or high school equivalency certificate or G.E.D. certificate.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly

correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Prior to confirmation the applicant must have general knowledge and ability to know, understand and perform duties of the class related to basics and periodical maintenances and repairs principle in the area of heating, air conditioning, electrical, plumbing, and structural.



## **SECTION 22 FIRE TECHNICIAN II**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions involving specialized duties in the repair and maintenance of all fire department buildings and small portable equipment. Employees of this class become certified to perform maintenance at a higher skill level than those in the class of Fire Technician I. Duties include responding to second alarm and greater fires to provide support services and to make minor repairs at an emergency scene to fire apparatus and equipment. The class of Fire Technician II maintains an accurate inventory of department supplies and maintains records of the daily activities of the Maintenance Division. Employees of this class work independently in most areas, reporting to and having work reviewed by the Fire Chief or his/her designee.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. Performs general repairs in and around fire stations by installing and repairing air conditioning and heating units and by replacing fan motors, relays, switches, compressors or by repairing Freon leaks and recharging system
2. Mixes and pours cement to make repairs to driveways, walkways or other small surfaces
3. Repairs overhead doors by changing motors, repairing chains or drive mechanism, replacing door panels, hinges, or rollers, or straightening tracks
4. Maintains, repairs, or replaces plumbing fixtures such as sewer lines, water lines, sinks, plumbing fixtures, drains, hot water heaters, and washers
5. Changes or repairs electrical items such as lighting fixtures, small appliances, fans, hand lights, electric dryers, fuses, and running electrical lines

6. Performs carpentry work by repairing, replacing or building door frames, cabinets, counters, walls, gutters, roofs, door handles, locks, and door frames
7. Makes repairs or performs maintenance to portable equipment and small power tools such as self-contained breathing apparatus, portable generators, portable pumps, booster lines, power saws and lawn mowers
8. Makes minor repairs at an emergency scene on fire apparatus by repairing or replacing such items as tires, switches, and broken lights
9. Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties.  
Diagnoses mechanical problems from information supplied by firefighters who operate equipment
10. Supervises the preparation and maintenance of records and reports by reviewing records completed by subordinates
11. Personally completes all forms and records required
12. Answers telephone inquiries about the operation of the Maintenance Division
13. Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members
14. Purchases equipment and supplies keeping such purchases within the established budget
15. Manages inventory control for the Maintenance Division
16. Performs any related duties assigned

#### **QUALIFICATIONS REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee confirmed in the class of Fire Technician I for a period of at least six (6) months immediately preceding the examination.

## **SECTION 23 FIRE SECRETARY TO THE FIRE CHIEF**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

This class encompasses a responsible clerical position. The primary duty of this class is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief prepares correspondence, receives and processes records and reports, assists with preparation of the departmental budget, and acts as receptionist for the Fire Chief. The Secretary to the Fire Chief performs routine duties independently with some supervision, reporting to and having work reviewed by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. Schedules appointments and maintains calendar of events for the Fire Chief
2. Places phone calls for the Fire Chief and processes incoming and outgoing mail, and interdepartmental correspondence
3. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief
4. Replies to routine correspondence or requests following departmental procedures
5. Attends meetings to take minutes or notes
6. Acts as liaison between Fire Chief and other departments, parish administration, government agencies, and the public, gathering and relaying information as needed
7. Acts as receptionist for the Fire Chief and directs visitors to appropriate individuals or offices
8. Prepares reports and letters in answer to written or oral requests as directed

9. Takes dictation and transcribes from notes, voice machine, recording equipment, or transcriber
10. Checks department records and reports for completeness, accuracy and conformity to established procedures
11. Proofreads typed material and corrects errors. Enters routine information in department records, such as accounting records, personnel records, information files, or other related files and maintains a roster of department personnel
12. Reads graphs, charts, manuals, records, reports, or related department documents in order to compile and write reports
13. Performs appropriate back-up function in computer files. Completes all records and reports required or assigned. Sets up and maintains a filing system
14. Files correspondence, forms, records, or reports alphabetically, numerically, chronologically, or by subject matter
15. Maintains records on the location of materials removed from files and traces missing files
16. Extracts information or summarizes contents of files for use by department personnel
17. Locates and retrieves information or documents from hard copy and computer files
18. Inspects systems and facilities for maintaining records and disposes of obsolete files and records in accordance with established schedules and requirements
19. Compiles information for and assists in the preparation of the total departmental operating budget
20. Posts accounting entries into journals, ledgers, or other accounting records and balances these at the end of the month
21. Maintains inventory of supplies and equipment for the Fire Chief

22. Orders supplies and equipment, and prepares purchase requisitions in accordance with departmental procedures

23. Writes specifications for new equipment, makes recommendations on major purchases for the department, and gets estimates on repairs costs for any assigned equipment

24. Issues payments from and reconciles petty cash

25. Reports to incidents when ordered by the Fire Chief or incident commander and performs certain incident related duties as necessary.

26. Performs any related duties assigned

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must not be less than eighteen (18) years of age.

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or high school equivalency certificate or G.E.D. certificate.

The applicant must have not less than five (5) years of moderately complex to advanced secretarial and administrative

support experience, demonstrating command of professional oral and written communication skills. Ability to use computer technology for online communication, spreadsheets, word processing, database management, and other software applications.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

## **SECTION 24 FIRE RECORDS CLERK**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

This class comprises clerical positions involving duties in support of the fire suppression, fire prevention, training, and alarm divisions of fire department operations. Employees of this class prepare warrants for supplemental pay, keep time sheets and other personnel records, type requisitions, and perform related clerical duties. This class is under the direct supervision of the Fire Chief or his/her designee.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. Sorts and distributes all mail coming into the office of Fire Chief; answers the telephone and gives out general information relating to fire services or refers callers to the correct division or officer of the fire service
2. Takes sick and annual leave slips turned in by all department personnel; takes time sheets from fire companies going off duty and from other divisions of the fire department; posts information on individual time cards; checks time card information against sick and annual leave slips turned in; files all records in alphabetical or numerical files as established by department policy; at end of pay period, figures leave totals for all department personnel and posts new totals on time cards; checks payroll against time sheets and makes any corrections necessary
3. Checks requisition requests against previous requisitions; gives requests to superior for approval; types requisitions; keeps log on all requisitions
4. Types warrant and certification for state supplemental pay; keeps records necessary for state supplemental pay
5. Takes fire company daily reports and reviews them for completeness, accuracy, and adherence to departmental policy; returns deficient reports to fire company officers; checks



reports to see if any equipment is out of order and calls repair personnel or notifies designated superior

6. Takes injury reports; checks for completeness and accuracy; fills in office section of such reports and forwards them to supervisor; copies and files such reports according to established department policy

7. Takes tickets for all gasoline and diesel delivered to stations and logs information; checks information in log against bill for products and certifies information before turning this over to other office personnel for payment; on a monthly basis, checks all central garage receipts for accuracy and types requisition; checks purchase orders against receiving report and certifies for payment; checks excess mileage on fire prevention vehicles and submits request for payment after approval by superior

8. Takes receipts and makes payments from petty cash, following procedures to replenish fund when necessary

9. Trains subordinate clerical employees assigned; supervises work performed by subordinate clerical employees

10. Files such other records and reports as are required; researches files for information to answer questions from authorized personnel; gives out information or copies of reports as authorized; enters all information on personnel and other related records into computer by use of typewriter keyboard input

11. Performs other related duties as assigned

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

The applicant must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must not be less than eighteen (18) years of age.

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or high school equivalency certificate or G.E.D. certificate.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Prior to confirmation the applicant must be able to demonstrate satisfactorily the knowledge and skills of computers and be able to effectively communicate in a professional manner. Must be able to demonstrate the ability to utilize technology.

## **Section 25 Fire Department Chief of Administration**

(Competitive class)

### **Distinguishing Features of the Class**

This class encompasses a highly responsible administrative and supervisory position in the fire service. The Fire Department Chief of Administration assists the Fire Chief in the organization and management of the fire department as set forth in Louisiana RS 33: 2541.2 in areas such as support non-suppression personnel management, human resources, administration, planning and research, and records and reports (excluding medical records and reports). The Fire Department Chief of Administration works with a high degree of independence, and reports to and has work reviewed by the Fire Chief.

### **Examples of work**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. The Fire Department Chief of Administration manages the Fire Prevention, and Communications Divisions, and manages the fleet and fleet related apparatus and equipment. And unless otherwise noted all examples of work pertain only to those specific division or divisions.
2. Evaluates the effectiveness of those divisions of the fire department under his supervision and recommends appropriate action to correct and improve problem areas. Recommends management policies, goals and objectives for the division for consideration by the Fire Chief.
3. Participates in the research and planning for programs and activities of the division. Holds meetings with department personnel for the purpose of receiving reports and disseminating information.
4. Plans and organizes division operations having to do with personnel management.
5. Analyzes specific division operations and recommends changes to help the department obtain a favorable Fire Rating from the Property Insurance Association of Louisiana

(PIAL) .

6. Coordinates the general care and maintenance of firefighting apparatus and equipment, department vehicles, and other related equipment. Arranges for repairs and maintenance of all department apparatus and equipment. Participates in the research, design and purchase of apparatus and equipment.

7. Assists the Fire Chief in evaluating the work performance of subordinates. Provides assistance to subordinates in technical areas of work. Assists with the development and implementation of rules and regulations, Standard Operating Procedures and Guidelines.

8. Assists the Fire Chief in maintaining discipline & recommends disciplinary action when needed. Counsels subordinates who are experiencing work problems and works to resolve grievances.

9. Assists in the preparation of the departmental operating budget by gathering information and compiling data to be used in preparing the department budget. Makes recommendations on major purchases for the department. Attends meeting with sales representatives to review products.

10. Assists in the preparation for the requests for grants and other special funds to aid in the operation of the fire department.

11. May be called to respond to emergency incidents or events to assist in their role as Fire Department Chief of Administration when ordered by the Fire Chief or called by the incident commander.

12. Performs related duties as assigned.

## **Qualification Requirements**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must not be less than eighteen (18) years of age.

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum.

Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or high school equivalency certificate or G.E.D. certificate.

Must be a current member of and have at least fifteen (15) years' service with the Eastbank Consolidated Fire District.

Additionally, the applicant must have a minimum of five (5) years combined experience confirmed in the class of Fire Captain, Safety Officer, Fire Communications Officer II or above, Fire Inspector II or above, Fire Investigator II or above, Fire Prevention Chief, Fire Training Officer II or above, Fire District Chief, Fire Assistant Chief, or Fire Administrative Assistant to the Fire Chief.

Prior to confirmation the applicant must demonstrate a working knowledge and experience developing policies and guidelines for the East Bank Consolidated Fire District.

Applicant must also demonstrate the ability to analyze complex subjects and provide written solutions. Applicant must also demonstrate a working knowledge of Louisiana laws pertaining to the operation of the department including civil service laws. Applicant must also demonstrate a working knowledge of fire department standard operating procedures and administrative functions.

## **Section 26 Fire Administrative Assistant to the Fire Chief** (Competitive Class)

### **Distinguishing Features of the Class**

This class encompasses a highly responsible administrative position, the primary duties of which include assisting the Fire Chief in directing, planning, and coordinating Fire department activities in such areas as budgeting, purchasing and maintaining departmental records (excluding medical records and reports). The Fire Administrative Assistant to the Fire Chief works with a high degree of independence, and reports to and has work reviewed by the Fire Chief.

### **Examples of Work**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

1. Assists the Fire Chief by monitoring employees of the Training and Administrative Divisions of the Fire Department, supervises maintenance division and assigns work or duty areas, as appropriate. Unless otherwise noted all examples of work pertain only to those specific divisions.

2. Approves leave and oversees subordinate work performance. Provides assistance to subordinates in technical areas of work. Holds meetings with subordinate employees for the purpose of receiving reports and disseminating information.

3. Recommends management policies, goals and objectives for consideration by the Fire Chief. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the Fire Department. Assists with the development and implementation of rules and regulations, Standard Operating Procedures and Guidelines and directives pertaining to division operations

4. Coordinates the general care and maintenance of department stations and grounds, and other related equipment. Arranges for repairs and maintenance of all department facilities. Participates in the research, design and purchase of department facilities, apparatus and equipment.

5. Assists the Fire Chief in accounting for the money and assets of the Fire Department. Gathers the information for and assists in compiling the department's budget, and coordinates the gathering of budget information from all divisions and positions responsible for contributing information for the Department's Budget.
6. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget. Purchases equipment and supplies for the department, keeping these purchases within the established budget.
7. Makes recommendations on major purchases for the department. Attends meetings with sales representatives to review products. Prepares new equipment specifications for public bid and oversees the bidding process as authorized by the Fire Chief.
8. Assists in the preparation for the request for grants and other special funds to aid in the operation of the department.
9. Assists in making decisions about what information should be included in all records of the department and in determining in what form this information should be kept. Provides for the maintenance of all department records such as personnel records, records of activity, inventory records, or others which may be required (excluding medical records and reports). Supervises the preparation and maintenance of department records and personally prepares any forms or records required, including payroll records.
10. May be called to respond to emergency incidents or event to assist in their role as Fire Administrative Assistant to the Fire Chief, as so set forth herein, when ordered by the Fire Chief or called by the incident commander.
11. Performs related duties as assigned.



## **Qualification Requirements**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must not be less than eighteen (18) years of age.

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or high school equivalency certificate or G.E.D. certificate.

Must have 10 years of supervisory or administrative experience with current proficiency and skills in management, finance, budget, accounting or mathematics, or related field.

OR

Must have five (5) years of supervisory or administrative experience with current proficiency and skills in management, finance, budget, accounting or mathematics, or related field, with a 4-year Bachelor degree from an accredited college or university in Management, Finance, Business Administration or Accounting.

Prior to confirmation, the applicant must demonstrate a working knowledge and experience developing policies and

guidelines for the Eastbank Consolidated Fire District. Applicant must also demonstrate the ability to analyze complex subjects and provide written solutions. Applicant must also demonstrate a working knowledge of timekeeping management software, word processing, spreadsheet analysis, accounting software, and all programs currently in use in the department.

**RULE XVI**

**SUPPLEMENTS**

**Supplement 1: Governor's Mandate Special Leave: COVID-19  
Emergency Rule**

Effective: July 17

Amended:

Expires:

**Supplement 1.A: Family Medical Leave Guidelines in  
accordance with 2020**

Effective: July 17

Amended:

Expires:

**JF SET OF BOARD RULES**

Original Adoption: 01-30-91

Revision Dates: 02-19-93, 11-09-95, 06-14-16, 02-20-18,  
09-29-20, 07-07-22